



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-2884

March 29, 2001

INSPECTOR GENERAL INSTRUCTION 4140.1

SUBJECT: Property Management Program

Reference: See Appendix.

A. Purpose. This Instruction establishes responsibilities, policies, and procedures for a Property Management Program at the Office of the Inspector General, Department of Defense (OIG, DoD). This Instruction authorizes the publication of reference a.

B. Applicability. This Instruction applies to the Office of the Inspector General; the Deputy Inspector General; the Assistant Inspectors General; the Director, Administration and Information Management; the Director, Departmental Inquiries; the Director, Intelligence Review; all OIG, DoD, assigned staffs and offices, and, as appropriate, the Office of the Deputy General Counsel (Inspector General) (ODGC, IG), which is provided support by the OIG, DoD. For purposes of this Instruction, these organizations are referred to collectively as OIG components. It applies to all OIG, DoD, civilian and military employees, including members of the Reserves and National Guard assigned to the OIG, DoD, hereafter referred to collectively as employees, and Government contractor employees and visitors using OIG, DoD, property.

C. Policy

1. It is OIG, DoD, policy to provide for the proper care, use, recording of, safeguarding, and accounting for Government property under the control of the OIG, DoD. All OIG, DoD-owned and leased property shall be efficiently managed and effectively safeguarded from misuse, pilferage, or abuse and should be in operating condition. Property issued to an OIG, DoD, employee does not become that employee's private property by act of issuance or possession, but remains Government property. Each employee is charged with the responsibility for the care, use, safeguarding, and accounting for this property. Except in emergencies threatening loss of life or property, or as may be authorized by legal authority, no employees shall use or permit any other person to use Government property for any purpose other than performance of work of the Government, and no employee shall appropriate for personal use, any article of Government property that has been ordered abandoned or destroyed. Supervisors may permit limited use of Government office equipment for an employee's personal needs if the use involves minimal additional expense to the Government, is performed on the employee's non-work time, does not interfere with the OIG, DoD, mission or operations, and does not violate the standards of ethical conduct for OIG, DoD, employees.

2. It is OIG, DoD, policy to require specific accountability for (a) nonexpendable items with an initial acquisition cost of \$5,000 or greater; (b) pilferable items as identified by the Logistics Services Division (LSD), Office of the Director for Administration and Information Management (OA&IM); (c) information technology/computer hardware; (d) capitalized software, (e) firearms; and (f) motor vehicles.

3. It is OIG, DoD, policy to adhere to the criminal code of the United States, which provides penalties for the theft, embezzlement, conversion of, or willful damage to Government property

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(references b and c). Unauthorized or improper use of OIG, DoD, property could result in loss of use or limitations on use of the property, disciplinary or adverse actions, criminal penalties, and/or employees being held financially liable for the cost of improper use.

D. Responsibilities

1. The **Inspector General** shall:
 - a. Designate, in writing the Director, OA&IM, as the official responsible for:
 - (1) Administering the OIG, DoD, Property Management Program.
 - (2) Approving each DD Form 200, *Financial Liability Investigation of Property Loss* (Figure 1), involving a loss of \$5,000 to \$10,000 (includes motor vehicles).
 - b. Designate, in writing the Deputy Inspector General as the official responsible for:
 - (1) Approving each DD Form 200 involving a loss of \$10,001 or more and for OIG, DoD, firearms, regardless of value.
 - (2) Determining final disposition of the DD Form 200 when an OIG, DoD, employee is held pecuniarily liable for lost, stolen, or damaged property due to personal negligence, willful misconduct, or unauthorized use.
 - c. Designate, in writing the OIG Component Heads as the officials responsible for selecting and appointing Financial Liability Officers (FLOs) and Financial Liability Boards (FLBs). (See Figure 2, *Sample of Designation of Responsibility for Selecting and Appointing FLOs and FLBs*).
 - d. Review original and continuing requests for use of OIG, DoD-owned and controlled motor vehicles for transportation between place of residence and place of employment and forward through Office of Secretary of Defense channels to the Secretary of Defense.
 - e. Promptly report to the Congress each initial request for transportation between place of residence and place of employment for circumstances authorized in reference a. Subsequent approvals may be consolidated and reported quarterly.
2. The **Deputy Inspector General** shall:
 - a. Approve each DD Form 200 involving a loss of \$10,001 or more (includes motor vehicles) and all firearms, regardless of value.
 - b. Determine final disposition on each DD Form 200 when an OIG, DoD, employee is held pecuniarily liable for lost, stolen, or damaged property due to personal negligence, willful misconduct, or unauthorized use.
3. The **Director, OA&IM**, shall:
 - a. Direct, administer, and evaluate the effectiveness of the OIG Property Management Program to ensure compliance with the policies and procedures that govern the Program.
 - b. Establish, maintain, and evaluate policies and procedures governing the management of the Defense Property Accountability System (DPAS) and the OIG, DoD, accountable property inventory and records contained therein.

- c. Ensure OIG components are provided DPAS reports and other products necessary to carry out their property accountability responsibilities.
- d. Approve each DD Form 200 involving a loss of \$5,000 to \$10,000 (includes motor vehicles).
- e. Approve interservice support agreements for motor vehicles and parking spaces.
- f. Select and appoint, in writing, FLOs and/or FLBs, when required, to establish the liability concerning lost, missing, or damaged accountable property in accordance with the policies and procedures in reference a. (See Figure 3, *Sample of Appointment as Financial Liability Officer*, and Figure 4, *Sample of Appointment to Financial Liability Board*.)

4. The **Assistant Inspector General for Investigations (AIG-INV)** shall:

- a. Be responsible for storage and distribution of all assigned firearms within the OIG, DoD.
- b. Be responsible for the investigation and reporting of OIG, DoD, firearms that are lost, damaged, or destroyed by employees.
- c. Select and appoint FLOs or FLBs, when required, to establish the facts concerning lost, missing, or damaged OIG, DoD, firearms and to prepare a DD Form 200, in accordance with the policies and procedures in reference a.
- d. Provide a continuing training program for personnel responsible for the accountability of firearms.

5. Each **OIG Component Head** shall:

- a. Delegate authorities within their organizations as they deem fit to manage and safeguard their property holdings; implement and comply with reference a; and, ensure effective, efficient property management, accountability, and control for all property under the control of their component.
- b. Appoint Accountable Property Officer(s) and Hand Receipt Holder(s), (see Figure 5, *Sample of Appointment of Accountable Property Officer (or Hand Receipt Holder)*), indicating responsibility for specific Hand Receipt Holder Areas. Forward copies of the appointment letters to the LSD, OA&IM. (Note: The Accountable Property Officer and the Hand Receipt Holder may be the same person if it is determined that span of control is sufficient to effectively administer the program.)
- c. Ensure that designated Hand Receipt Holder areas generally coincide with established organizational divisions or units to maximize property accountability and include an appropriate span of control.
- d. Relieve Accountable Property Officers and Hand Receipt Holders of their liability only when their accounts are reconciled and a new account holder is appointed and signs for receipt of the designated accountable property.
- e. Ensure that each Accountable Property Officer maintains property documentation (for receipt, issue, turn-in, or transfer) to support individual postings to the DPAS; that the documentation is reconciled annually to DPAS; and, that the LSD, OA&IM, is informed of discrepancies in accordance with reference a.

f. Select and appoint, in writing (Figures 3 and 4), FLOs and/or FLBs, when required, to establish the liability concerning lost, missing, or damaged accountable property in accordance with the policies and procedures in references a and d.

g. Approve each DD Form 200 involving a loss of \$4,999 or less (excluding firearms and motor vehicles) and investigate motor vehicle accidents in accordance with Chapter 7 of reference a.

h. Include controls over accountable property as an assessable item in the component's annual statement of assurance.

i. Where Government motor vehicles are assigned, designate, in writing, an OIG component Motor Vehicle Control Officer. (See Figure 6, *Sample Appointment as Motor Vehicle Control Officer.*)

j. Approve motor vehicle requirements and provide authorization documents.

k. Review original and continuing requests for transportation between place of residence and place of employment and forward to the Inspector General through the OA&IM.

l. Promptly report to the Inspector General each initial and supplemental approved request for transportation between place of residence and place of employment for circumstances authorized in reference a. Subsequent approvals may be consolidated and reported quarterly.

m. Maintain records for approved transportation between place of residence and place of employment, and of all official Government license plates in use on OIG, DoD-owned motor vehicles (including confidential State plates).

n. Annually review motor vehicle utilization standards and approve modifications and modernization to OIG, DoD-owned and controlled motor vehicles.

6. The **Office of Deputy General Counsel, Inspector General (ODGC, IG)** shall:

a. Provide legal advice, as necessary, on all DD Forms 200.

b. Act as a legal advisor to FLOs and FLBs.

7. The **Administration and Logistics Services Directorate (ALSD), OA&IM**, shall:

a. Review and make approval/disapproval recommendations for DD Forms 200 received from OIG Component Heads and return disapproved reports to the appropriate Accountable Property Officer.

b. Report on the effectiveness of controls over OIG, DoD, property in the Annual Statement of Internal Control Assurance to the OA&IM.

c. Direct and administer the physical inventories on all accountable property every 3 years in accordance with reference a.

d. Conduct unannounced reviews (or random samplings) of OIG component property management records to test the effectiveness of internal controls, particularly inventory adjustment controls.

e. Control system access to the DPAS within the OIG, DoD.

8. The **Information Systems Directorate (ISD), OA&IM**, shall:
 - a. Implement approved modifications to the DPAS.
 - b. Before purchasing new systems and hardware, screen the Defense Information Technology Management System (DITMS) of the Defense Information Systems Agency Automation Resources Management System of the Defense Automation Resources Information Center for possible availability of required resources.
 - c. Coordinate with the LSD, OA&IM, regarding disposal of information technology/computer hardware; i.e., redistribution within the DoD or donation in accordance with existing DoD directives.
 - d. Correspond with original software vendors to obtain consent for redistribution of software.
 - e. Coordinate with original software vendors regarding trade-in of excess software.
 - f. When processing accountable equipment for warranty exchange with the vendor, ensure that the shipment and subsequent receipt of the replacement are processed through the Acquisition and Property Management Branch, LSD, OA&IM.
 - g. Maintain an inventory of approved/licensed software.
 - h. Coordinate with the Acquisition and Property Management Branch, LSD, OA&IM, to ensure capitalized software is accounted for in the DPAS.
9. The **Financial Management Directorate, OA&IM**, shall coordinate with financial institutions for the collection of payment by individuals held financially liable for the loss, damage, or destruction of Government property based on a DD Form 200 documenting personal negligence, willful misconduct, or unauthorized use.
10. The **Personnel and Security Directorate, OA&IM**, shall:
 - a. Advise the ISD, OA&IM, on the proper disposal of hardware or software that has been exposed to classified material or software that provides security protection to computer hardware that processes classified information.
 - b. Issue separate guidance on management, control, and disposal of equipment/software used to process classified data.
 - c. Issue property passes (Optional Form 7) for the OIG, DoD. Track and ensure the return of all property within specified timeframes.
11. The **LSD, ALSD/OIG Property Manager**, shall:
 - a. Establish and administer the DPAS at the OIG, DoD, for all accountable property, to include Configuration Control Board membership, system acceptance testing, system access control, accountable property record maintenance, and report processing.
 - b. Assign and affix barcode labels to accountable property received for issuance to OIG components within the National Capital Region; provide barcode labels to field elements for accountable property shipped directly to the field elements; and, promptly record accountable property receipts in the DPAS.

c. Schedule, coordinate, and direct the triennial physical inventory of accountable property and the annual Accountable Property Officer/Hand Receipt Holder reconciliation.

d. Provide Accountable Property Officers with reports and other necessary products from DPAS to maintain accurate inventories and conduct annual reconciliations.

e. Review each DD Form 200 initiated by OIG components that requires OA&IM or higher signature, recommend actions that will assist in the approval or disapproval process, and process approved DD Forms 200.

f. Update accountable property records in the DPAS and provide a copy of the approved inventory adjustment record to the Accountable Property Officer(s)/Hand Receipt Holder(s).

g. Coordinate action necessary to dispose of damaged property.

h. Maintain a central file and control register (IG Form 4140.1-3, Figure 6-1 of reference a) for all DD Forms 200 and inventory adjustments.

i. Assist OIG component Hand Receipt Holders on inventory management matters, including property receipts, turn-ins, transfers, annual reconciliations, and processing of DD Forms 200.

j. Provide training to OIG component Accountable Property Officers, Hand Receipt Holders, and other representatives, as required, to ensure familiarity with the DPAS and requirements in reference a.

k. Report OIG, DoD, firearms and all lost, stolen, or unaccounted for firearms to the DoD Central Weapons Registry.

l. Report OIG, DoD, information technology/computer hardware designated as excess, and available for disposal, redistribution, transfer, and/or donation, to the DITMS through DPAS. Take appropriate action when approved through DITMS.

m. Report motor vehicle accidents involving possible claims against the U.S. Government to the U.S. Army Claims Service, Fort Meade, Maryland.

n. Arrange for approved leased motor vehicles for OIG components located within the United States.

o. Develop maintenance and repair programs to keep OIG, DoD, property in working condition. In developing these programs, consideration will be given to whether the property in need of repair is still under manufacturer's warranty, whether it is more economical to purchase a maintenance contract or to pay for individual repairs, and whether property in need of repair should be repaired or replaced.

12. Each **Accountable Property Officer** shall:

a. Be accountable for the property issued to or stored within his or her designated area, to include identifying and supervising subordinate Hand Receipt Holders, defining subordinate Hand Receipt Holder areas, and establishing the necessary controls for property accountability in accordance with reference a.

b. Certify that required inventories of accountable property are conducted and completed (in accordance with procedures contained in reference a and other applicable DoD directives), and assist the LSD, OA&IM, in conducting the triennial accountable property physical inventory.

- c. Certify that the annual reconciliation of Hand Receipt Holder areas has been conducted and completed.
- d. Ensure Hand Receipt Holders are trained and have current records for property under their control.
- e. Maintain continued awareness of accountable property locations and user identities to ensure that property is accorded proper care and protection and is authorized only for official purposes.
- f. Identify and report excess, unserviceable, damaged, or destroyed property to the LSD, OA&IM.
- g. Review and certify all documentation for the receipt or turn-in of accountable property within the Hand Receipt Holder area. Forward a copy of the documents to the LSD, OA&IM.
- h. Review and certify all documentation for the transfer of accountable property to another Hand Receipt Holder area and account. Coordinate the transfer with the Accountable Property Officer of the receiving Hand Receipt Holder area. Forward a copy of the documents to the LSD, OA&IM.
- i. Ensure appropriate use of Optional Form 7, *Property Pass*, and DD Form 577, *Signature Card*, by employees in the applicable Hand Receipt Holder areas, as set forth in reference a.
- j. Obtain a release from property accountability responsibilities from the appropriate appointing authority before leaving OIG, DoD, employment or upon reassignment outside the Hand Receipt Holder area.
- k. Relieve Hand Receipt Holders of their liability only when their accounts are reconciled and a new account holder is appointed and signs for receipt of the designated accountable property.
- l. Ensure departing employees complete the OAIG Accountable Property Officer/Hand Receipt Holder section of the IG Form 1400.296, *Office of the Inspector General Personnel Checkout Sheet* (Figure 7). Note: This process is not required by employees at OIG field offices if they are not required to clear through the OIG Headquarters in Arlington, Virginia.
- m. Perform preliminary investigations for lost, damaged, or destroyed property and complete the DD Form 200, as appropriate, in accordance with the procedures in references a and d.
- n. Report lost, damaged, or destroyed firearms; motor vehicle accidents; and stolen, damaged, or destroyed motor vehicles to the LSD, OA&IM.

13. Each Hand Receipt Holder shall:

- a. Provide adequate protection and storage for property resources and maintain current hand receipt records for all accountable OIG, DoD, property assigned to his or her area.
- b. Perform the annual physical inventory and reconciliation of accountable property within his or her area, in conjunction with the Accountable Property Officer.
- c. Prepare IG Form 4140.1-1, *Accountable Property Inventory Discrepancies Report*, as set forth in reference a, for discrepancies involving lost, missing, or damaged property within his or her area and forward the reports to the Accountable Property Officer for approval.
- d. Report lost, damaged, stolen, excess, or unserviceable property that meets the criteria set forth in reference a to the Accountable Property Officer for disposition.

e. Coordinate with the LSD, OA&IM, to ensure the OIG, DoD, DPAS is kept current for all property transactions within his or her Hand Receipt Holder area.

f. Continually survey property to determine whether it is operable or excess. Notify local management and the Accountable Property Officer of any excess property or property whose useful life has been expended so that a final determination can be made.

g. Prepare and provide the Accountable Property Officer with a signed copy of the transfer document for property transferred to another account.

h. Provide a signed copy of the receipt or transfer form to the Accountable Property Officer when property is received in the Hand Receipt Holder area.

i. Retain copies of property actions (i.e., issue, turn-in, transfer, and inventory adjustment transactions).

j. Maintain continual awareness to ensure that property is accorded proper care and protection and is used only for official purposes.

k. Be subject to financial liability if, through his or her negligence, willful misconduct, or unauthorized use, property was lost, stolen, damaged, or destroyed.

14. **FLOs and FLBs** shall conduct detailed and impartial investigations for lost, damaged, or destroyed OIG, DoD, accountable property in accordance with the procedures in references a and d.

15. **Each Motor Vehicle Control Officer** shall:

a. Receive OIG, DoD, leased vehicles.

b. Turn in OIG, DoD-owned and controlled motor vehicles.

c. Ensure OIG, DoD-owned and controlled motor vehicles are properly managed.

d. Consolidate use data on organizational component motor vehicles.

e. Ensure motor vehicle warranties are used to reduce maintenance costs.

f. Ensure scheduled inspections and service on all OIG, DoD-owned and controlled motor vehicles.

g. Establish administrative controls within the OIG component to ensure protection and accountability of vehicle credit cards.

16. **OIG, DoD, Employees (to include Government Contract Employees and Visitors using OIG property)** shall:


a. Be responsible for the proper use, care, and protection of OIG, DoD, property, particularly property in their custody. Ensure OIG, DoD, property, including motor vehicles, is used only for official Government business.

b. Obtain approval from the Accountable Property Officer before transferring property to an individual within or outside the assigned Hand Receipt Holder area.

- c. Possess a properly processed and approved Optional Form 7 (or other applicable form) for OIG, DoD, property (e.g., personal computers) in their custody while away from their official duty site.
- d. Report lost, damaged, or destroyed firearms to the Accountable Property Officer.
- e. Comply with this Instruction and all other applicable regulations, including Federal, state, and local laws, pertaining to the proper, safe, and efficient operation of OIG, DoD-owned and controlled motor vehicles.
- f. Prepare IG Form 4140.1-7, *Vehicle Log* (see Figure 7-1 of reference a), whenever an OIG, DoD-owned and controlled motor vehicle is driven.
- g. Promptly report all accidents, damage, or theft occurring while having custody of or operating an OIG, DoD-owned and controlled motor vehicle to the proper authorities and his or her supervisor, and complete all required reports.
- h. Promptly report to his or her supervisor all traffic and parking citations received while driving an OIG, DoD-owned and controlled motor vehicle.
- i. Promptly report suspension or revocation of his or her state motor vehicle operator license to his or her supervisor if he or she operates OIG, DoD-owned and controlled motor vehicles.
- j. Promptly report any change in personal physical condition to his or her supervisor that may adversely affect his or her ability to operate a motor vehicle if he or she operates OIG, DoD-owned and controlled motor vehicles.
- k. Use self-service pumps and service stations that accept vehicle credit cards to purchase the most economical fuel for OIG, DoD-owned and controlled motor vehicles.
- l. Be held pecuniarily liable for up to 1 month's pay (or one-twelfth annual pay for civilian employees) for lost, damaged, or destroyed property, when an investigation determines that there has been negligence, willful misconduct, or unauthorized use on the part of the employee. Employee rights and appeal procedures are detailed in Chapter 6 of reference a, including sample memoranda for exercising employee rights (Figures 6-2 through 6-5).

E. Effective Date. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:


Joel L. Leson
Director
Office of Administration
and Information Management

Appendix - a/s

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.				ROUTINE USES: None.			
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD)		2. INQUIRY / INVESTIGATION NUMBER			3. DATE LOSS DISCOVERED (YYMMDD)		
4. NATIONAL STOCK NO.		5. ITEM DESCRIPTION			6. QUANTITY	7. UNIT COST	8. TOTAL COST
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <i>(Attach additional pages as necessary)</i>					<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 <i>(Attach additional pages as necessary)</i>							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				b. TYPED NAME <i>(Last, First, Middle Initial)</i>		c. AUTOVON / DSN NUMBER	
				d. SIGNATURE		e. DATE SIGNED	
12. (X one)							
RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)				REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED <i>(X one)</i>		b. COMMENTS / RECOMMENDATIONS					
<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No							
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				d. TYPED NAME <i>(Last, First, Middle Initial)</i>		e. AUTOVON / DSN NUMBER	
				f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION <i>(X one)</i>		b. COMMENTS / RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED <i>(X one)</i>	
<input type="checkbox"/> (1) Approve						<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
<input type="checkbox"/> (2) Disapprove							
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				e. TYPED NAME <i>(Last, First, Middle Initial)</i>		f. AUTOVON / DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. ACTION <i>(X one)</i>		b. COMMENTS / RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED <i>(X one)</i>	
<input type="checkbox"/> (1) Approve						<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
<input type="checkbox"/> (2) Disapprove							
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				e. TYPED NAME <i>(Last, First, Middle Initial)</i>		f. AUTOVON / DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	

DD Form 200, FEB 91

Previous editions are obsolete.

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Figure 1. Financial Liability Investigation of Property Loss (DD Form 200) (Front)

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. AUTOVON / DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYMMDD)</i>	i. DATE APPOINTED <i>(YYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED
16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>		
<input type="checkbox"/> (1) Submit the attached statement of objection. <input type="checkbox"/> (2) Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
	g. SIGNATURE	h. DATE SIGNED
f. AUTOVON / DSN NUMBER		
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. AUTOVON / DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

Figure 1. Financial Liability Investigation of Property Loss (DD Form 200) (Reverse)

MEMORANDUM FOR *(OIG Component Head Title and Name)*

SUBJECT: Designation of Responsibility for Selecting and Appointing Financial Liability Officers (FLOs) and Financial Liability Boards (FLBs)

In accordance with IGDINST 4140.1, *Property Management Program*, you are hereby designated responsibility for selecting and appointing Financial Liability Officers and Financial Liability Boards.

Inspector General

Figure 2. Sample of Designation of Responsibility for Selecting and Appointing FLOs and FLBs

MEMORANDUM FOR *(Individual Appointed by Name and Title)*

SUBJECT: Appointment as Financial Liability Officer

In accordance with IGDINST 4140.1, *Property Management Program*, you are hereby appointed this date to serve as the Financial Liability Officer to investigate and to establish the liability concerning the accountable property as described on the attached DD Form 200. *(Attach the applicable completed DD Form 200.)*

Your responsibilities as a Financial Liability Officer are contained in DoD Financial Management Regulation 7000.14-R, Volume 12, Chapter 7, and IGDM 4140.1.

Unless I indicate to the contrary, you will perform your Financial Liability Officer responsibilities as your primary duty until the investigation is completed.

OIG Component Head

Figure 3. Sample of Appointment as Financial Liability Officer

MEMORANDUM FOR *(Individuals Appointed by Name and Title)*

SUBJECT: Appointment to Financial Liability Board

In accordance with IGDINST 4140.1, *Property Management Program*, you are hereby appointed to serve as an official on the Financial Liability Board formed this date to investigate and to establish the liability concerning the accountable property as described in the attached DD Form 200. *(Attach the applicable completed DD Form 200.)*

Your responsibilities as a Financial Liability Officer are contained in DoD Financial Management Regulation 7000.14-R, Volume 12, Chapter 7, and IGDM 4140.1.

Unless I indicate to the contrary, you will perform your responsibilities as an official on the Financial Liability Board as your primary duty until the investigation is completed.

OIG Component Head

Figure 4. Sample of Appointment to Financial Liability Board

MEMORANDUM FOR *(Individual Appointed)*

SUBJECT: Appointment of Accountable Property Officer (or Hand Receipt Holder)

In accordance with IGDINST 4140.1, *Property Management Program*, you are hereby appointed Accountable Property Officer (or Hand Receipt Holder) for the (component, e.g., Directorate, Branch, etc.). Your Hand Receipt Holder area includes *(indicate the specific areas to be covered)*.

OIG Component Head

Figure 5. Sample of Appointment of Accountable Property Officer (or Hand Receipt Holder)

MEMORANDUM FOR *(Individual Appointed by Name and Title)*

SUBJECT: Appointment as Motor Vehicle Control Officer

In accordance with IGDINST 4140.1, *Property Management Program*, you are hereby appointed this date to serve as the Motor Vehicle Control Officer responsible for ensuring adherence to the provisions of IGDM 4140.1 regarding motor vehicle management.

OIG Component Head

Figure 6. Sample Appointment as Motor Vehicle Control Officer

OFFICE OF THE INSPECTOR GENERAL PERSONNEL CHECKOUT SHEET		
DATA REQUIRED BY THE PRIVACY ACT OF 1974 1. AUTHORITY 5 USE 3301. Examination, Certificate and Appointment in Civil Service 2. PRINCIPAL PURPOSE: To be used by employees who are separating to certify the return of property, to ensure employee is absent of any indebtedness to the IG and to complete an exit security briefing. This checkout sheet will be retained by the Directorate for Personnel and Security for 3 years after separation. 3. ROUTINE USES. To be used by separating employees of the Office of the Inspector General. 4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of information is voluntary. However, if Personnel cannot identify you, your pay could be delayed.		
LAST (NAME, FIRST NAME, MIDDLE INITIAL)	SERIES, GRADE OR RANK	SSN
ACTIVITY		DATE OF CHECKOUT
REASON FOR SEPARATION <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Resignation <input type="checkbox"/> Other (Specify) _____		New Employer
SECTION I - CHECKLIST		
PLEASE TAKE THIS CHECKLIST TO THE OFFICES LISTED BELOW FOR CERTIFICATION OF THE RETURN OF PROPERTY, THE ABSENCE OF INDEBTEDNESS AND FOR EXIT BRIEFING. AFTER COMPLETION, RETURN TO THE DIRECTORATE FOR PERSONNEL AND SECURITY FOR FINAL ACTION.		
LOCATION	ROOM NO.	SIGNATURE
FINANCIAL MANAGEMENT DIRECTORATE Metro card	400A	
INFORMATION SYSTEMS DIRECTORATE Passwords eliminated; computer equipment returned	434	
FINANCIAL MANAGEMENT DIRECTORATE TRAVEL OFFICE Blanket Travel Orders; Government Charge Card; Passport; Travel Vouchers Advance, etc.	419	
OIG TOP SECRET CONTROL OFFICE (TSCO) Turn in Classified Material	406	
FACILITIES OFFICE Parking Permit Keys: Office, Building Entrance Emergency Evacuation Team Member	417	
EQUAL EMPLOYMENT OPPORTUNITY Exit Interview	520	
Point of Contact for the OIG, DoD Local Area Network (LAN) Locator.	SEE END OF LAN LOCATOR FOR POC	
OAIG ACCOUNTABLE PROPERTY OFFICER /HAND RECEIPT HOLDER Property Accountability Hand Receipts Property Passes	426	
OA&IM PROPERTY OFFICE This Office must be cleared after the OAIG Accountable Property Officer/Property Custodian has signed above.	427	
COMMUNICATIONS	423	

Figure 7. Office of the Inspector General Personnel Checkout Sheet
(IG Form 1400.296) (Front)

SECTION II. COMPONENT HEAD CERTIFICATION		
<p>THE FOLLOWING ITEMS HAVE BEEN COMPLETED:</p> <p>A. SF 52, Request for Personnel Action, Submitted to the Directorate for Personnel and Security. B. Appropriate timekeeper notified. C. Employee has surrendered all classified documents in his/her possession. D. Requested safe combination be changed. E. Keys to desk/door/equipment have been returned. F. Property assigned to employee has been turned in and accountability has been transferred back to the organization (e.g. dictionaries, calculators, brief cases, catalog cases, DoD telephone directories, etc). G. Credential/passport returned. H. Telephone directory change has been requested. I. Credit cards (if applicable)/metro card returned.</p>		
TYPE/PRINT NAME	SIGNATURE	DATE
SECTION III. PERSONNEL AND SECURITY DIRECTORATE		
CHECKLIST	ROOM NO.	SIGNATURE
TRAINING	501	
SECURITY Security Debriefing DoD Building Pass Surrender IG Identification Card (IGD Form 17) Credentials Courier Authorization	567A	
PAYROLL CUSTOMER SERVICE REPRESENTATIVE	567	
EMPLOYEE RELATIONS DIVISION Call WHS at (703) 617-0606 for Benefits questions.	WHS	(Signature of person checking out.)
PERSONNEL OPERATIONS	512	(LAST STOP)
<p>Exit Interview:</p> <p><input type="checkbox"/> SF 52 received to separate / terminate / transfer.</p> <p><input type="checkbox"/> Separation brief completed with: Employee Name; SSN; Position title, series, grade and salary at time of departure; Organization assigned at time of departure; Telephone number (if available); Date of departure/transfer, etc; Forwarding address (new organization, residence, etc.)</p> <p><input type="checkbox"/> SF 278 received from SES employees departing.</p> <p><input type="checkbox"/> DoD Directive 5500.7 and post employment exit briefing paper provided to employees subject to post employment instructions.</p> <p><input type="checkbox"/> Comments on work in the IG and recommendations to management, if any:</p>		
SIGNATURE		DATE

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(REVERSE)

Figure 7. Office of the Inspector General Personnel Checkout Sheet (IG Form 1400.296) (Reverse)

**APPENDIX
REFERENCES**

- a. IGDM 4140.1, *Property Management Program*, March 29, 2001
- b. DoD 7000.14-R, "Financial Management Regulation," Volume 12, Chapter 7
- c. Title 18, U.S.C., Section 641, Public Money, Property or Records
- d. Title 18, U.S.C., Section 1361, Government Property or Contracts