PROPERTY LOSS ROUTE SHEET

(Prescribing Document – SSCSDINST 4500.1B)

	FORWARD TO (X)	INITIALED BY	INITIALED DATE	ACTION
1	**CUSTODIAN, CODE** _ _____ (Print Last, First, Middle)			**Complete** DD Form 200, SSC SD (O/P) 4500/1, Financial Liability Investigation of "Property Loss," **Blocks 1-10 and 12.a. thru 12. f**. Attach SSCSD 4500/2, Property Loss Route Sheet with all applicable documentation i.e., Police Report, off site use Property Pass, insurance claim form, etc. Initial/date Route Sheet and forward to OPA.
2	DIVISION Organization Property Administrator (OPA), CODE			**Review** DD Form 200, **Blocks 1 thru 12**, property history record in ERP/ SAP-R/3. Provide additional information (if applicable). Initial/date Route Sheet and forward to Custodian's supervisor.
3	BRANCH, CODE			**Review** DD Form 200, **Blocks 1 thru 12**. Provide additional information (if applicable). Initial/date Route Sheet and forward to Division Head.
4	DIVISION, CODE			**Review** DD Form 200, **Blocks 1 thru 12**. Provide additional information (if applicable). Initial/date Route Sheet and forward to Department Head.
5	DEPARTMENT, CODE			**Review** DD Form 200 in its entirety. Upon concurrence, complete **Block 11**, signing and dating in **Blocks 11d. & 11e.** Initial/date Route Sheet and forward to Code 22111, Property Inventory Group,
6	PROPERTY INVENTORY GROUP, CODE 22111			**Review** DD 200, **Blocks 5, 7, & 8**, update information where necessary. Attach Custody History form. Enter loss into Property Loss Tracking System. If lost/stolen computer frwd copy to Security IA Office, Code 83351. Initial/date Route Sheet and forward to Code 83342, Command Programs Office/Fact Finder.
7	COMMAND PROGRAMS OFFICE, CODE 83342			**Review** DD 200 with all supporting documentation, verifying and/or obtaining all applicable documentation is attached. Conduct Fact Finding. Determine if MLSR is required. Attach Fact Finding results. Initial/date Route Sheet and forward to Code 83340, Division Head.
8	COMMAND SUPPORT OFFICE, CODE 83340			**Review** DD 200 with all supporting documentation, verifying and/or obtaining all applicable documentation is attached. Initial/date Route Sheet and forward to Code 83300, Deputy of Operations.
9	DEPUTY OF OPERATIONS, CODE 83300			**Review** entire DD 200 package and fact finders recommendation. Initial/date Route Sheet and forward to Code 00009, Executive Officer.
10	EXECUTIVE OFFICER, CODE 00009			**Review** entire DD 200 package. Determine if NCIS referral is appropriate; interface with NCIS. **Complete** DD 200 **Block 13**. Determine if assignment of FLO/B is necessary, **completing Block 14** as appropriate. If FLO/B is assigned, initial/date Route Sheet (Block 9), enter assigned FLO/B's Code (Block 10) and forward to FLO/B. **Note:** FLO/B will complete DD 200 Blocks 16a. thru 16k. Route DD 200 package back to the XO for action in Block 11 of this Route Sheet.
11	(If DD 200 Block 14.c (1) checked) FINANCIAL LIABILITY OFFICER/ BOARD, CODE 86007			FLO/B conducts investigation. **Complete** DD 200 **Blocks 16a. thru 16k.** Sign and return to XO for review of information entered in Blocks 16a thru 16k.
12	(If DD 200 Block 16 is completed), EXECUTIVE OFFICER, CODE 00009			**Review** DD 200 Blocks 16a. thru 16k. After review of FLO/B's findings and conclusions, **complete** DD 200 **Block 14a**, as appropriate. If approved, initial/date Route Sheet and forward to Custodian. If disapproved, initial/ date Route Sheet and forward to CO (or sign *for* CO, as delegated; action described in Block 13 of this Route Sheet).
13	(If DD 200 Block 16 s completed), CUSTODIAN, CODE			**Complete** DD 200 **Blocks 17a. thru 17h.**, Sign and date, Blocks 17g. & 17h. Initial/date Route Sheet and forward to XO (as delegated by CO).
14	(Delegated to XO, Code 00009) COMMANDING OFFICER, CODE 00000			**Review** entire DD 200 package. **Complete** DD 200 **Blocks 15a. thru 15h.** Sign and date, Blocks 15g. & 15h. Initial/date Route Sheet and forward to Code 22111, Property Inventory Group.
15	PROPERTY INVENTORY GROUP, CODE 22111			**Update** Property Loss Tracking System. Forward copy of Property Loss to Code 11230 for record disposition. Retain ORIGINAL DD 200 package. Prepare MLSR for AA&E when applicable and forward to Code 83342, Command Programs Office.
16	COMMAND PROGRAMS OFFICE, CODE 83342			When applicable, review MLSR. Forward to Code 00009 for release approval. Submit to NAVSURFWARCENDIV Crane (Code 4044) per OPNAVINST 5530.13C.
17	PROPERTY MANAGEMENT OFFICE, CODE 11230			**Adjust** property record in ERP/SAP. Complete DD 200, **Block 18**. Sign and date, Blocks 18e. & 18f. Retain ORIGINAL for three years.

REMARKS