
**LOSS OR EXCESS OF GOVERNMENT FUNDS OR PROPERTY CHECKLIST
(JAGMAN 0250)**

NOTE ON LOSS OF FUNDS: CHAPTER 6, SECTION 0607, DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION (DOD 7000.14-R), VOLUME 5, "DISBURSING POLICY AND PROCEDURES," PROVIDES SPECIFIC PROCEDURES, FINDINGS AND RECOMMENDATIONS FOR INVESTIGATION OF MAJOR LOSSES OF FUNDS DUE TO PHYSICAL LOSS, OR ILLEGAL, INCORRECT, OR IMPROPER PAYMENT. COMMAND INVESTIGATIONS APPOINTED UNDER THE JAGMAN ARE USED IN THE CASE OF MAJOR LOSSES OF FUNDS, DEFINED AS THOSE LOSSES OF \$750.00 OR MORE OR ANY PHYSICAL LOSS WHERE THERE IS EVIDENCE OF FRAUD WITHIN THE ACCOUNTING FUNCTION, REGARDLESS OF THE DOLLAR AMOUNT.

NOTE ON LOSS OF PROPERTY: FOR LOSSES OF GOVERNMENT PROPERTY, THE COMMAND MAY USE A SURVEY PROCEDURE UNDER APPLICABLE NAVY OR MARINE CORPS REGULATIONS IN LIEU OF A JAGMAN INVESTIGATION. THE FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) MEETS THE INVESTIGATIVE REQUIREMENTS IN MOST SITUATIONS.

_____ Any accountable individual must receive the special notice contained in JAGMAN 0250e.

_____ What items were lost or found in excess and the exact dollar value of the loss or excess, e.g., property, vouchers, cash, and so forth.

_____ The nature of the loss or excess (inventory gain or loss, cash shortage, or overage, etc...).

_____ In cases of loss of funds, whether the loss was

_____ loss of proceeds of sale of Government property; or

_____ physical loss of funds (e.g., embezzlement or fraudulent acts of subordinate finance personnel); or

_____ result of illegal or improper payment (e.g., payments on forged checks or vouchers).

_____ How the loss or excess is being carried in the command's accounts.

_____ Identity and position of the accountable officer.

_____ Identity and position of any other person who had custody of the funds or property.

- _____ The general reputation of the accountable individuals for honesty and care in the handling and safeguarding of funds or property entrusted to them.
- _____ The experience and training of the accountable individual in the handling of funds or property.
- _____ The workload, including collateral duties, of the accountable individual at the time of the irregularity.
- _____ A description, with diagrams where appropriate, of the physical working conditions of the accountable individual who incurred the loss or excess.
 - _____ Physical security arrangements and devices.
 - _____ Security containers and persons with access to them and whether they were being used properly at the time of the irregularity.
- _____ Internal control procedures in effect in the division, department, or office where the irregularity occurred, and a statement whether they were being applied properly at the time of the irregularity.
 - _____ Information on recent inspections, assist visits, management control reviews, or other evaluations of procedures.
- _____ Identification of the regulations pertinent to the handling of the property or funds involved and were such regulations followed?
- _____ A description of remedial measures taken to prevent recurrence of the irregularity.
- _____ Opinion as to cause of irregularity, or if cause cannot be determined, most likely cause.
- _____ An opinion whether the loss or excess was proximately caused by the fault or negligence of any accountable individual or by an act of a non-accountable individual that can be the basis for financial liability under section 0167.