



DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)
Unit 21419
APO AE 09708

REPLY TO
ATTENTION OF

AERSH-L (735-5)

80th ASG (NSSG) Policy # 043-01

APR 25 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policies and Procedures for Initiation and Processing of Reports of Survey

1. References:

- a. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.
- b. AR 710-2, 31 Oct 97, Inventory Management Supply Policy Below the Wholesale Level.
- c. DA PAM 735-5, 1 Mar 97, Survey's Officer's Guide.
- d. 80th ASG Survey Officer's Guide, 20 Aug 98.

2. The following mandatory policies and procedures concerning the initiation and processing of reports of survey are effective immediately:

a. Initiator responsibilities:

(1) Conducts inventory and maintain accountability for assigned property and equipment in accordance with (IAW) reference 1(b), above.

(2) Reports of survey will be initiated within (15) calendar days from discovery of the incident. Any delay will be explained in writing and attached as an exhibit to the survey. Surveys will be prepared IAW paragraph 13-9, AR 735-5. Figure 13-18 provides initiator checklist for reports of survey.

(3) Reports of survey will be routed through the Property Book Officer (PBO). The PBO will complete blocks 14 through 15 of the DA Form 4697. The PBO will assign a document number in block 16 if the item listed in block 11 is considered a loss to the U.S. Government and the report of survey issued as an adjustment document to drop accountability.

(4) When a report of survey has been initiated on damaged property, the initiator of the report of survey will request the actual cost of repair from the maintenance support activity, and forward that data to the report of survey approving authority. When the estimated cost of damage (ECOD) (used to initiate a report of survey) is greater than the actual cost of damage (ACOD), the approving authority will amend the amount charged the respondent and request FAO/USPFO to make repayment as appropriate.

(5) Damaged property will not be repaired, disposed of, or continued in use until officially released in writing by the survey officer, appointing authority or approving authority.

b. Survey officer duties and responsibilities:

(1) Individual appointed as survey officer will be notified through his/her supervisor of this additional duty. The Adjutant will notify the individual concerned by memorandum through the appropriate directorate or staff section.

(2) Survey officer will pick up survey packet from the Directorate of Logistics point of contact (POC) within 72 hours after receipt of appointment memorandum by the appointing/approval authority. It is the responsibility of the supervisor to ensure that a person under his/her supervision complies with this time restriction to pick-up the survey packet, and receives a briefing on surveying officer's duties and responsibilities. If an individual is not available for any reason, the supervisor will notify the appointing/approval authority immediately at DSN 361-5206/5154. This will ensure that another person is appointed to do the survey.

(3) A survey officer has up to (30) calendar days from the day of appointment to complete the report of survey investigation. Appointment as survey officer becomes that person's primary duty until the Approving Authority accepts the investigation as completed, or until otherwise relieved from that duty. Any delay must be requested to the appointing/approval authority explained in writing by the survey officer and attached to the survey as an exhibit.

(4) If a vehicle is the subject of a report of survey, the survey officer will ensure that the vehicle is released within 48 hours upon receipt of appointment order. Release of vehicle will be made by written memorandum to the person accountable for the property. A copy of the memorandum will be attached as an exhibit to the survey.

(5) Survey officers should familiarize themselves with Chapter 13, DA PAM 735-5 and the 80th ASG Report of Survey Officer's Guide, which gives specific guidance on survey officer duties and conducting the investigation. Chapter 14 provides guidance on special procedures. Appendixes B and C provide guidance for computing actual loss to the government and specific considerations for the survey officer. Figure 13-18 provides a report of survey checklist for survey officers.

(6) Survey officers will brief the Director of Logistics POC within 30-calendar days of the investigation period on the status of his/her investigation.

(7) Survey officers will ensure that upon completion of his/her investigation, survey packet is complete and all exhibits marked IAW paragraph 13g(2), AR 735-5.

(8) If financial liability is recommended, the survey officer will:

(a) Ensure that factors such as fair wear and tear, ACOD, and depreciation value, etc. are applied when recommending financial liability against the individual. How to apply these factors can be found in Appendix B, AR 735-5.

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(b) Ensure that any individual against whom pecuniary liability is recommended is counseled on the survey officer's findings and recommendations. The individual must complete blocks 30 through 32b, and be provided a copy of the report of survey with all exhibits, along with a copy of the memorandum notifying him/her of the financial liability being assessed. A sample of the memorandum notifying the individual is shown in Figure 13-11, AR 735-5.

(c) If the individual is not available in country, a copy of the report of survey with all exhibits and a memorandum notifying him/her of pecuniary liability will be sent by registered or certified mail, return receipt requested. A copy of the notification letter, together with the evidence of mailing and a return receipt will be attached as exhibits to the report of survey.

(d) Ensure that the individual against whom financial liability is recommended is advised as to time allowed by paragraph 13-35, AR 735-45, to submit a rebuttal statement. If the individual does not answer within the time prescribed for his/her situation, then the report of survey will be forwarded to the Appointing Authority for further processing. However, if an individual submits a rebuttal statement, the survey officer must attach, as an exhibit to the survey, a memorandum stating that he/she has read the individual's rebuttal statement and whether or not he/she changed his/her recommendation.

3. Supervisors must reply by endorsement to the Commander, 80th ASG, when survey officers under their supervision fail to meet deadlines or to properly prepare the report of survey. The RBI must state reasons for noncompliance and corrective and/or disciplinary measures taken to achieve compliance.

4. Point of contact is MSG Allen at DSN 361-5932.



TIMOTHY J. QUINN
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Commanding

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