

## KEY CONSIDERATIONS AND QUESTIONS

**RESPONSIBILITY FOR PROPERTY.** All persons entrusted with Government property are responsible for its proper use, care, custody and safekeeping.

**Commanders/Directors** have the obligation to ensure all Government property is properly used and cared for, and that proper custody and safekeeping of Government property are provided. Command responsibility is inherent in command and cannot be delegated. It includes: ensuring the security of all property of the command, whether in use or in storage; observing subordinates to ensure their activities contribute to the proper custody, care, use, and safekeeping of all property within the command; enforcing all security, safety, and accounting requirements; when necessary, taking administrative or disciplinary measures.

**Supervisors** have the obligation to ensure all Government property issued to, or used by subordinates is properly used and cared for, and that proper custody and safekeeping of the property are provided. This responsibility is inherent in all supervisory positions and is not contingent upon signed receipts or responsibility statements. It arises because of assignment to a specific position and includes: providing proper guidance and direction; enforcing all security, safety, and accounting requirements; maintaining a supervisory climate that will facilitate and ensure the proper care and use of Government property.

**Individuals** have personal responsibility to exercise reasonable and prudent actions to properly use, care for, and safeguard all Government property in their possession. This applies to all Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt.

### **METHODS FOR OBTAINING RELIEF FROM RESPONSIBILITY FOR PROPERTY.**

Chapter 12, AR 735-5 provides the guidelines and identifies the documents that will be executed when property is lost, damaged or destroyed. Within this command the most common documents that should be used are:

- DD Form 362 (Statement of Charges/Cash Collection) – Used when an individual admits liability.
- DA Form 4697 (Department of Army Report of Survey) – is used when:
  - Negligence or willful misconduct is suspected and the individual does not admit liability and refuses to make a voluntary reimbursement to the Government.
  - The loss, damage or destruction involves a change of accountable officers and the outgoing makes no voluntary reimbursement.
  - The value of admitted loss, damage or destruction exceeds the individual's monthly basic pay.

*Encl 2*

- The loss or destruction involves a sensitive item.

**REPORTS OF SURVEY.** Emphasis on the report of survey process is vital to ensuring that supervisors and individuals take their responsibilities seriously and are held accountable.

**Report of survey investigation** focuses on determining whether someone's negligence or willful misconduct was the proximate cause of the loss. If an individual was negligent, and that negligence was the cause of the loss, it is appropriate to recommend assessment of financial liability against that individual. An act of simple negligence on the part of the responsible individual is sufficient grounds to approve charges of financial liability.

**Processing timeframes** are critical. The standard for initiating and presenting reports of survey to the appointing or approving authority is not later than 15 calendar days after the date of discovering the discrepancy. Total processing time is not to exceed 75 calendar days.

**KEY QUESTIONS.**

- Is the local and division/laboratory/FOA commander/director aware of lost and damaged property items and associated value?
- Does the Report of Survey Register (DA Form 1659) reflect the status of all initiated reports of survey?
- Does the Director of Logistics/Chief of Logistics provide his commander/director an analysis of property accountability trends that address lost, damaged and destroyed property?
- Are all reports of survey completed within the time segments outlined in figures 13-1 or 13-2, AR 735-5?
- Are all reports of survey completed as outlined in figures 13-3 and 13-6, AR 735-5?
- Are reports of survey being reviewed as part of Command Supply Discipline Program?
- How can the process be improved?