

MEDDAC/DENTAC/VS Regulation 735-1

Property Accountability

Policies and Procedures for Reports of Survey

**Headquarters
U.S. Army Medical Department Activity
Fort George G. Meade
2480 Llewellyn Avenue
Fort George G. Meade, MD 20755-5800
13 February 2003**

Unclassified

SUMMARY of CHANGE

MEDDAC REG 735-1

Policies and Procedures for Reports of Survey

Specifically, this revision—

- o Has been published in a new format that includes a cover and this “Summary of Change” page.
- o Reformats the title page. The Contents section now includes the page numbers that the various chapters and paragraphs begin on.

Department of the Army
Headquarters
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*** MEDDAC/DENTAC/VS
Regulation 735-1**

Property Accountability

Policies and Procedures for Reports of Survey

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History. This is the second revision of this regulation, which was origin-

ally published on 26 October 2000.

Summary. This regulation prescribes responsibilities, policies and procedures for obtaining relief from responsibility for Government property due to loss, damage or destruction of the property.

Applicability. This regulation applies to Headquarters, U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC) (that is, Kimbrough Ambulatory Care Center (KACC)), all of the MEDDAC's outlying U.S. Army Health Clinics (USAHCs), the U.S. Army Dental Activity, Fort George G. Meade (DENTAC), and the Fort Meade Branch Veterinary Services (VS).

Proponent. The proponent of this regulation is the Chief, Logistics Division (LOG).

Supplementation. The command-

ers, Dunham USAHC and Kirk USAHC, will supplement this regulation with local guidance as deemed necessary. No other supplementation is authorized.

Suggested improvements. Users of this publication are invited to send comments and suggested improvements, by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR LOG, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by fax to (301) 677-8088 or e-mail to john.schneider@na.amedd.army.mil.

Distribution. Distribution of this publication is by electronic medium only.

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* This publication supersedes MEDDAC/DENTAC/VS Reg 735-1, dated 1 October 2001.

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Chapter I Introduction

1-1. Purpose

This pamphlet prescribes responsibilities and procedure for personnel who are responsible for Government property to obtain relief from such responsibility due to loss, damage or destruction of the property.

1-2. References

Required and related publications are listed in appendix A. Referenced forms are also listed in appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this publication are explained in the glossary.

1-4. Responsibilities

a. *The MEDDAC Commander.* The MEDDAC Commander is the approving authority for reports of survey arising from lost, damaged or destroyed Government property within the MEDDAC headquarters, Barquist USAHC, DENTAC and VS.

b. *The Commander, Dunham USAHC.* The Commander, Dunham USAHC—

(1) Is the approving authority for reports of survey arising from lost, damaged or destroyed Government property within Dunham USAHC, Fort Indiantown Gap USAHC, Defense Distribution Center USAHC, and Letterkenny USAHC.

(2) Will adhere to the spirit and intent of AR 735-5 and this regulation with regard to administration of reports of survey conducted within his or her headquarters.

c. *The Commander, Kirk USAHC.* The Commander, Kirk USAHC—

(1) Is the approving authority for reports of survey arising from lost, damaged or destroyed Government property within Kirk USAHC.

(2) Will adhere to the spirit and intent of AR 735-5 and this regulation with regard to administration of reports of survey conducted within his or her headquarters.

d. *The Deputy Commander for Administration (DCA), KACC.* The DCA at KACC is the appointing authority for report of survey officers to investigate lost, damaged or destroyed property book items occurring at KACC and Barquist USAHC.

e. *The Chief LOG, KACC.* The Chief LOG will—

(1) Ensure that reports of survey, with recommendations, are presented to the DCA in a timely manner.

(2) Following the completion of a report of survey by a report of survey officer and review of technical data concerning the equipment by the property book officer (PBO), review the DA Form 4697 (Department of the Army Report of Survey), to ensure it is complete, paying particular attention to block 11 (Date and Circumstances).

(3) Forward completed reports of survey to the Office of the Staff Judge Advocate (SJA), Fort George G. Meade (FGGM), for review of pecuniary liability charges.

f. *The PBO.* The PBO will—

(1) Search through available records to ensure missing items have not been turned in and or dropped from the property book.

- (2) Assist hand receipt holders to complete forms required to initiating a report of survey.
- (3) Review reports of survey that have been completed by report of survey officers to ensure the technical data concerning the equipment in question is stated correctly on DA Form 4697.
- g. *The Noncommissioned Officer in Charge (NCOIC), LOG, KACC.* The NCOIC, LOG, KACC will—
 - (1) Maintain DA Form 1659 (Report of Survey Register).
 - (2) Assign suspense dates to complete reports of survey, give them to the appointed survey officers within three days of receipt, and ensure the reports of surveys are completed in a timely manner.
 - (3) Ensure that reports of survey are logged in and given to the report of survey officers.
- h. *Report of survey officers.* Report of survey officers will—
 - (1) Become familiar with DA Pamphlet (Pam) 735-5 and the procedures in chapter 2 of this pamphlet. (See appendix A for instructions on how to access DA Pam 735-5 on the Internet.)
 - (2) Obtain legal advice from SJA for all situations.
 - (3) Conduct thorough investigations by questioning witnesses and obtaining sworn statements.
 - (4) Compile all evidence and attach all exhibits, statements, photographs, diagrams, etc., to reports of survey that are helpful in determining liability.
 - (5) Inform responsible individuals by certified mail whenever pecuniary liability is recommended. Include a copy of all findings with a full explanation of his or her rights. If the responsible individual has separated from the service, request a reply.
 - (6) Complete reports of survey within 30 calendar days.
- i. *Hand receipt holders.* Hand receipt holders will—
 - (1) Immediately report all losses to the PBO and the Military Police.
 - (2) Send a “general delivery” e-mail notice to all personnel within the facility and place a notice in the facility’s bulletin, if applicable, to inform the facility’s personnel of the potential loss of the item and to obtain its recovery.
 - (3) Personally initiate all required forms within five working days of the date a loss is discovered.

Chapter 2

Procedures for Instituting Reports of Survey and Making Payment if Pecuniary Liability is Admitted or Proven, and Recovered Articles

2-1. Military personnel and Department of Defense (DoD) civilian employees

Military personnel and DoD civilian employees may admit pecuniary liability and offer cash payment or payroll deductions in an amount not to exceed the person’s monthly basic pay. Anyone other than the hand receipt holder may also accept liability for losses resulting from his or her negligence or misconduct. If payroll deduction is preferred and the charges exceed two-thirds of the person’s monthly basic pay, the person’s company or detachment commander will attach a memorandum to the statement of charges requesting the charges to be prorated over a period of two months or more. If the person accepting liability is a DoD civilian employee, the memorandum can be signed by the MEDDAC Commander; the Commander, Dunham USAHC; the Commander, Kirk USAHC; the Director, Barquist USAHC; the DENTAC Commander; or the Chief, VS, as

appropriate.

a. When a person admits pecuniary liability and chooses to pay cash or to have payment deducted from his or her pay, the hand receipt holder will—

(1) Prepare DD Form 362 (Statement of Charges/Cash Collection Voucher) in five copies. (See AR 735-5, figure 12-5A and figure 12-6.)

(2) Submit the completed DD Form 362 to the PBO, who will assign a document number to the form, then submit it to the servicing Defense Finance and Accounting Office.

b. In cases where property is lost, damaged or destroyed and liability is not admitted, the hand receipt holder will initiate a report of survey on DA Form 4697. (See AR 735-5, figure 14-1A and figure 14-1B.)

c. Whether liability is admitted or not, hand receipt holders will comply with paragraphs 5g(1) and (2) above. The actions required by these paragraphs will not delay the preparation of reports of survey, which must begin within five days of discovery.

2-2. Contractor employees

AR 735-5, paragraph 14-14, Contracting officer actions on reports of survey, is applicable to all contractor employees employed by the MEDDAC, DENTAC and VS, and is quoted as follows:

“a. When losses of property on Army accountable records involve possible contractor liability under a service contract, the individual with direct responsibility will initiate and forward the report of survey to the approving authority [at KACC, to the Chief, LOG, who will act on behalf of the MEDDAC Commander]. The approving authority [Chief, LOG] will forward the report of survey to the contracting officer who is monitoring the service contract.

b. The contracting officer, assisted by the property administrator, will investigate the loss and make an independent finding as to the liability of the contractor involved in a report of survey. The contracting officer will make a determination as to the contractor’s liability, and formally furnish a copy of his or her determination to the contractor. Should the contracting officer determine compensation is due to the U.S. Government, he or she will promptly issue a written request (demand) for payment to the contractor. The contracting officer will record the findings and state the adjustment on the report of survey. The decision of the contracting officer is final and conclusive unless the contractor makes an appeal under the disputes clause of the contract.

c. Contracting officers will forward their decisions on the report of survey to the approving authority [Chief, LOG]. This processing of the report of survey is not to be considered under the time constraints of AR 735-5, paragraph 13-5. However, there will be 30 day follow ups by the approving authority [Chief, LOG] until the completed report of survey is returned.”

2-3. Recovered articles

In no case will the procedures prescribed in paragraphs 2-1 and 2-2 above be used to purchase U.S. Government property. The U.S. Government retains title to articles recorded on DD Form 362 and DA Form 4697. Payment for such property does not entitle the person paying to ownership. If an article is recovered, the individual will be reimbursed in accordance with AR 735-5, paragraph 14-16.

**Appendix A
References**

**Section I
Required Publications**

AR 735-5
Policies and Procedures for Property Accountability. (Cited in paras 2-1, 2-2 and 2-3.)

DA Pam 735-5
Survey Officer's Guide. (Cited in para 1-4.)

**Section II
Related Publications**

A related publication is merely a source of additional information. The user does not have to read it in order to understand this publication.

AR 310-50
Authorized Abbreviations, Brevity Codes, and

Acronyms

**Section III
Prescribed Forms**

This section contains no entries.

**Section IV
Referenced Forms**

DA Form 1659
Report of Survey Register

DA Form 4697
Department of the Army Report of Survey

DD Form 362
Statement of Charges/Cash Collection Voucher

Glossary

**Section I
Abbreviations**

DCA
Deputy Commander for Administration

DENTAC
U.S. Army Dental Activity, FGGM

DoD
Department of Defense

FGGM
Fort George G. Meade

LOG
Logistics Division

MEDDAC
U.S. Army Medical Department Activity, FGGM

NCOIC
noncommissioned officer in charge

Pam
pamphlet

PBO
property book officer

SJA
Staff Judge Advocate

VS
Fort Meade Branch Veterinary Services

**Section II
Terms**

This section contains no entries.