



Reply to
Attention of

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

SC Regulation 0613

1 May 2004

Effective Upon Receipt

Logistics

PROCESSING REPORTS OF SURVEY

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1. Purpose. To provide Headquarters, United States Southern Command (USSOUTHCOM), with a policy and guidance for implementing the Reports of Survey (ROS) system.

2. References

- a. Department of Defense Instruction 5000.64, 13 Aug 2002, Defense Property Accountability
- b. Army Regulation 735-5, 10 Jun 2003, Policies and Procedures for Property Accountability
- c. Army Regulation 710-2, 31 Oct 1997, Supply Policy below the Wholesale Level
- d. Department of the Army Pamphlet 735-5, 1 Mar 1997, Survey Officer's Guide
- e. Department of the Army Pamphlet 710-2-1, 31 Dec 1997, Using Unit Supply System

3. Applicability. This regulation applies to all personnel assigned or attached to USSOUTHCOM.

4. Responsibilities

a. Chief of Staff

(1) Serves as the approving authority for ROS. The approving authority is defined as a United States military officer or Department of the Army (DA) civilian employee authorized to appoint a survey officer and to approve reports of survey by authority of the Commander, United States Southern Command. Military officers in command positions in the grade of Lieutenant Colonel (O5) or above, government civilian employees in supervisory positions in the grade of GS-14 or above, chiefs of Headquarters, Department of the Army (HQDA) staff agencies, and major command (MACOM) commanders are ROS approving authorities.

(2) Ensures the ROS system works to promptly discover, report, investigate, and act on the loss, damage, or destruction of government property.

(3) Designates the appointing authority in accordance with (IAW) this regulation.

(4) Monitors ROS processing time within the command IAW this regulation.

(5) Ensures commanders at all levels comply with procedures prescribed by this regulation.

b. Deputy Chief of Staff

(1) Serves as the appointing authority for all USSOUTHCOM ROSs. The appointing authority is an officer designated by the approving authority with responsibility for appointing a ROS investigating officer. Subordinate commanders may delegate appointing authority to member(s) of their command. The individual delegated must be a Lieutenant Colonel (O5), equivalent or above. No person who has personal responsibility for the property may act as an appointing authority. In such cases, the next higher commander in the chain of command will act as the appointing authority.

(2) The appointing authority supervises the ROS system by ensuring that:

(a) Responsible persons keep themselves informed as to whether any property for which they are responsible or accountable has been lost, damaged, or destroyed.

(b) Initiation, processing, and adjudication takes place within the time limits cited in Appendices H and I of this regulation.

(c) Administrative action takes place to correct the causes of avoidable delays exceeding the processing time limits.

(d) The ROS register and files are maintained according to CJCSM 5760.01, Vol I and Appendix G of this regulation.

c. Property Book Officer

(1) Supervises the preparation, maintenance, and management of the reports of survey and voucher register.

(2) Forwards reports of survey to the appointing authority or the approving authority as appropriate within five calendar days following the date of the discovery of the loss.

(3) Explains any delay in writing and attaches the explanation to the ROS as an exhibit.

d. Survey Officer

(1) The survey officer must be a military service member in the grade of E7 or above or a government civilian employee in the grade of GS-7 or above. The survey officer should be senior to the individual(s) subject to any potential liability except when impractical because of military contingencies. No person who is personally responsible for or is in any way directly interested in the property listed on the ROS may act as survey officer.

(2) A survey officer has up to 30 calendar days from the date the ROS is received to complete the investigation unless the approving authority specifies a shorter time. Any delay must be explained in writing and attached to the ROS (see Appendices H and I).

(3) A survey officer's task is to seek out all the facts that surround the loss, damage, or destruction of government property. He/she must stay free from bias or prejudice. The investigation should not start with predetermined ideas as to the cause or who is to blame for the loss, damage, or destruction of the property.

(4) Appointment as a survey officer becomes the person's primary duty until the approving authority accepts the investigation as completed, or until otherwise relieved from duty. The survey officer must begin the investigation immediately upon notification of appointment.

(5) The survey officer determines the cause and value of loss, damage, or destruction of property and determines any assessment of financial liability.

(6) The survey officer physically examines any damaged property and releases it for repair or turn-in. An expert opinion will assist in determining the cause of damage or cost of repair. The survey officer ensures that technical inspectors examine the property and obtains written statements regarding the damaged property.

(7) The survey officer interviews and obtains statements from all individuals whose useful testimony may assist in deciding the cause of and responsibility for the loss, damage, or destruction of the property. If previous investigation by a board of officers, military police, or other authorized official was conducted, obtains a copy of the report or extracted information and attaches it to the ROS as an exhibit. Obtains other available exhibits such as hand receipts or estimated cost of damages (ECOD).

(8) The survey officer obtains statements and other evidence provided by persons who were responsible for the property. The survey officer must confirm, through the use of other independent statements and evidence gathered in the ROS investigation, as well as any other evidence of reliability, if available, that such statements and evidence are factual.

(9) If evidence provided by different persons conflict, the survey officer must resolve the conflict and determine the true facts, as far as possible, by comparing the conflicting version with other known facts surrounding circumstances and common sense.

(10) The survey officer must investigate all procedures and actions that may have contributed, even slightly, to the situation and include what is discovered in the findings.

(11) The survey officer obtains and marks evidence as indicated below, and attaches to the ROS.

(a) Prepares witness statements on DA Form 2823, or on typed or legibly printed plain bond or ruled paper with the word "CERTIFICATE" across the top and dated and signed by the witness.

(b) Marks the bottom of each exhibit alphabetically, followed with the date, amount, and organization or account found on the DA Form 4697 (example: Exhibit A, ROS _____, 20 January 1996, \$375.00, Coz, 906th Signal Battalion).

(12) The survey officer publishes the findings.

(a) Findings are the conclusion of facts and circumstances, which form the basis for making recommendations, and must be factual. The survey officer must state the facts in his/her own words and make his or her findings complete so that reviewers can ascertain the liability in the case without returning the ROS for more information. Findings will be entered in block 26, DA Form 4697.

(b) The survey officer enters the following information in blocks 26 through 27c.

-- Value of the lost, damaged, or destroyed property, before depreciation, if allowed in block 26.
-- If depreciation is allowed, computes the value as shown in Appendix B of this regulation and enter the depreciation value in block 27c.

-- The disposition, or recommended disposition, of damaged property classified as uneconomically repairable.

-- For property other than government quarters, furnishings, and equipment therein, the survey officer will state whether the liability resulted from simple negligence or willful misconduct. When survey involves government quarters, furnishing or equipment therein, determines if simple negligence, gross negligence or willful misconduct is present. The determination of gross negligence or willful misconduct applies only to a soldier, his dependents, guest, or pets.

(13) The survey officer makes recommendations to determine:

(a) Whether assessment of financial liability is appropriate. If financial liability is being recommended, enters the following in block 26, DA Form 4697.

-- The name and social security number of the individual.

-- When the loss, damage, or destruction involves government quarters, or furnishings and/or equipment therein, states whether the recommendation is based on finding of simple negligence, gross negligence, or willful misconduct.

-- The amount to be charged. If government quarters and furnishings or equipment therein is involved, and gross misconduct was the proximate cause, the individual will be charged the full amount, minus any amount apportioned to other individuals.

-- The individual's monthly base pay at the time of loss.

-- The date the individual is expected to terminate service/employment, be discharged.

(b) Whether relief from financial liability is appropriate.

(c) Whether the ROS lists property for which a claim may be processed through any of the military services legal claims office.

(14) The survey officer notifies by memorandum any individual recommended for financial liability and provides them a chance to examine the ROS and the opportunity to make a rebuttal statement. The survey officer ensures the individual completes blocks 30 through 32b, and attaches a copy of the memorandum explaining the individual's rights, as an exhibit to the ROS (see Appendix C). The survey officer will:

(a) Explain the consequences of the recommendation to the individual recommended for financial liability, if approved.

(b) Explain significance of any statement made by him/her regarding possible financial liability.

(c) Consider/attach as an exhibit to the ROS any statement the individual desires to submit.

5. Recommended guidelines to protect government property.

a. Persons responsible for government property will immediately provide a written report of all losses or damages to their immediate supervisor or commander, to include the circumstances of the loss or damage, and a listing and description of the property involved.

b. When reporting personal arms and equipment (PA&E) or whenever the loss appears to involve unlawful conduct, submit a report to military law enforcement authorities for investigation. A preliminary investigation by military or security police will assist the commander when taking action IAW this regulation.

c. When DA property is lost, damaged or destroyed by causes other than fair wear and tear (FWT), take administrative action IAW with this regulation regardless of the accounting requirement code (ARC). This action will determine the facts concerning the incident and the amount of the loss to the U.S. Government, assess liability, and/or provide relief from responsibility and accountability.

d. If an individual admits liability, follow steps below.

(1) The following persons may pay the actual loss to the government in cash or check, except when a ROS or an official military investigation is mandatory.

(a) All service members and civilian employees of the active duty military may admit financial liability and offer cash or check payment in the amount not to exceed the person's monthly basic pay.

(b) A contractor may admit financial liability for any amount.

(2) Use a Statement of Charges/Cash Collection Voucher (DD Form 362) when:

(a) An individual admits liability and offers cash payment or agrees to payroll deduction to settle the charge of financial liability.

(b) The charge does not exceed the monthly basic pay.

(c) There is not a mandatory requirement for either a ROS or an official military investigation.

(3) Prior to forwarding the document to the Defense Finance Accounting Office (DFAS), the property book office will assign a document number and post to the property accounting records.

(4) Time limits for processing DD Form 362.

(a) The property book office will initiate and furnish to DFAS the DD Form 362 within five (5) working days after the discrepancy was discovered.

(b) Expiration of Term of Service (ETS)/Permanent Change of Station (PCS) personnel. Commanders, property book officers, and accountable officers will clear on clearance forms after a copy of DD Form 362 is returned from DFAS indicating receipt.

(c) Non-ETS/PCS personnel. When individuals elect payroll deduction, commanders will forward DD Form 362 to DFAS under a transmittal memorandum with receipt acknowledge requested. Commanders will make initial follow-up within 20 calendar days and will continue to follow-up every 10th day thereafter. When individuals elect cash payment (DD Form 362) to the

DFAS, those individuals are required to show a "receipt" copy, annotated as a receipt by DFAS, to the commander within two working days after the commander has approved the transaction.

6. Use the following procedures when processing a ROS.

a. Mandatory initiation of a ROS occurs when:

(1) Negligence/willful misconduct is suspected as the cause, and the individual does not admit liability and refuses to make voluntary reimbursement for the full value of the loss less depreciation.

(2) The shortages are discovered as a result of a change of accountable officer's inventory unless the outgoing accountable officer makes voluntary reimbursement for the full amount.

(3) The value of the loss exceeds the individual's monthly basic pay.

(4) The value of the damages or shortages in occupied government quarters (real property and furnishings combined) or government furnishings in non-government quarters exceeds the individual's monthly basic pay.

(5) A sensitive item is lost, damaged or destroyed. Conduct an official military investigation IAW AR 15-6; however, do not use the results of the AR 15-6 as the authority to adjust property book records or to assess financial liability. The ROS will be used to adjust property book records or to assess financial liability.

(6) A small arms ammunition is lost or destroyed.

(7) Public funds or other negotiable instruments are lost or destroyed.

(8) Higher authority, other DA, or USSOUTHCOM regulations are required.

b. Related reports of survey. When property listed in more than one property account becomes lost, damaged or destroyed in the same incident, initiate a separate ROS for each property account. Each ROS will cross reference the other.

c. Initiating a ROS. The initiator will normally be the hand receipt holder or the property book officer. When they are not available, the person with the most knowledge of the incident will serve as the initiator.

d. Process ROSs through the chain of command of the individual responsible for the property at the time of the incident.

e. Time constraints for reports of survey.

(1) Initiate an investigation process and provide recommendation for a ROS within 55 calendar days following the discovery of loss, damage, or destruction of U.S. Government

property under normal circumstances. Commanders may adjust the time segments downward at their discretion (see Appendices H and I).

(2) When a delay causes the processing time segments to be exceeded, a written statement from the person responsible for the delay explaining the reason will be included in or appended to the survey as an exhibit. Total processing time equals the difference in days between the date of discovering the discrepancy and the date of ROS approval.

(3) Military Groups will initiate and present reports of survey to the appointing or approving authority as appropriate not later than five (5) calendar days after the date of discovering the discrepancy (see Appendices H and I).

f. Basic requirements for completing DA Form 4697 (see Appendix B).

(1) Complete DA Form 4697 and make six copies.

(2) Block 11 will contain a description/explanation of the circumstances surrounding the loss, damage, or destruction of government property. Show all persons directly concerned by name, SSN, and grade for military and civilian employees. The description of the facts must be detailed enough to enable the approving authority to make a determination of whether relief from or assessment of liability should be sought without appointment of a survey officer, or that an investigation by a survey officer is required. If the initiator needs to obtain statements from individuals, the initiator will ensure the statements are:

(a) Prepared in the form of certificates, DA Form 2823. When DA Form 2823 is not used, type or print the word "CERTIFICATE" across the top of plain bond paper or ruled paper.

(b) Typed or printed legibly in black or blue ink.

(c) Dated and signed by the person making the statement.

(3) The initiator will not erase or alter any parts of blocks 6 through 11, or any exhibit. The person preparing the statement may make minor corrections providing he or she initials the change.

g. Distribution

(1) The initiator will forward ROS with exhibits (original with six copies) to the property book office for assignment of a document number/voucher number.

(2) The property book office forwards the original of the DA Form 4697 and four copies with all exhibits to the appointing authority or approving authority as appropriate after assigning a document number. The property book office retains one copy, and returns one copy to the initiator.

h. Disposition of damaged property. The initiator will not dispose of, repair, or continue to use damaged property until the surveying officer, appointing authority, or approving authority decides it is no longer needed for investigative purposes.

7. The approving authority must decide, based on the facts at hand, what actions to take for the processing of the ROS.

a. He can make a decision without further investigation or may provide relief from responsibility by inserting the following statement in block 37 of DA Form 4697: "I have reviewed the information in block 11. No further investigation is required. I do not suspect negligence, or willful misconduct. I relieve all concerned from financial liability for the property listed in block 6." Completes blocks 38 through 40b.

b. He can also assess financial liability by inserting the following similar statement in block 37: "To hold (insert name, rank/grade, and social security number (SSN)) financially liable in the amount of (enter amount). Accountability has been discontinued. (Insert name and rank/grade) monthly basic pay at the time of loss was (enter amount)" and can also recommend the charges be prorated over a set period of time.

c. When the approving authority decides to assess financial liability without appointing a survey officer or conducting an official military investigation (AR 15-6), the approving authority becomes responsible for performing all the requirements of the survey officer relative to computation of the charges and notification to the individual. Completes blocks 38 through 40b.

8. After completion of the ROS, the survey officer provides the responsible individual with a chance to rebut the charges. The responsible individual must submit a rebuttal statement with additional information if he does not agree with the completed ROS.

a. An individual who receives a hand delivered ROS packet has seven (7) calendar days from the date of receipt to reply with a rebuttal or other additional evidence.

b. Those individuals located in the same country as the survey officer who receive the ROS packet via mail have 15 calendar days from the date of mailing to submit a rebuttal.

c. Those individuals located in a country different from the survey officer have 30 calendar days from the date of mailing to submit a rebuttal.

d. Times listed in a. thru c. above will not be included when computing the total processing time.

e. Notification of individuals by mail will be made by either certified or registered mail.

f. When the survey officer receives a rebuttal statement within the allotted time, he/she considers all available evidence, attaches the rebuttal statement to the ROS, makes a recommendation and forwards to the appointing/approving authority or legal office, as appropriate.

g. When the survey officer does not receive a rebuttal statement within the allotted time, he/she forwards the ROS "as is" to the appointing/approving authority or legal office, as appropriate.

h. When the survey officer receives a rebuttal statement after the allotted time, he/she considers any new evidence, amends the recommendation, when appropriate, and forwards the amended recommendation through the same channels the ROS was processed.

9. The final step before the ROS is returned to the approving authority for a decision is the legal review.

a. The USSOUTHCOM Judge Advocate Legal Assistance Office will review all reports of survey before financial liability is assessed.

b. The legal advisor will provide a written opinion concerning the legal sufficiency of a ROS. If, in the legal advisor's opinion, the ROS is not legally sufficient, the opinion will state the reasons why and make appropriate recommendations. This recommendation will be attached to the ROS and forwarded to the approving authority before financial liability is finally assessed.

c. The same lawyer who advised the respondent in the preparation of the respondent's case cannot perform the legal review required by the approving authority.

d. Reports of survey that do not recommend financial liability do not require legal review unless directed by the approving authority.

10. Once the survey officer completes all the steps, he forwards the ROS to the approving authority who reviews it to ensure that:

a. Contradictory statements are resolved.

b. Self-serving statements are confirmed or refuted.

c. It clearly reflects stated findings from documented evidence.

d. It presents sound and logical conclusions and recommendations based on the findings and the guidance of Army regulations and this regulation.

e. It reflects individuals received counseling, advisement of rights, and an opportunity to rebut on their behalf.

f. It reflects correct computation of financial charges.

g. If late, statements of delay are attached.

h. It reflects initials on all changes/minor corrections that support authenticity and clear doubt.

i. It reflects an unbiased investigation.

11. The approving authority takes the following actions after reviewing the ROS:

a. When the approving authority decides to relieve all concerned from financial liability, enters an "X" in block 37c and makes the following statement in block 37: "All concerned are relieved from financial liability for the loss, damage, or destruction of the property listed in this ROS." The approving authority will then complete blocks 38 through 40b, DA Form 4697.

b. When the approving authority decides to approve liability, enters an "X" in block 37c and inserts a statement in block 37 to assess financial liability. Uses a statement similar to the following: "To hold (insert name, rank, and SSN) financially liable in the amount of (enter amount). (Insert name and grade), monthly basic pay at the time of loss was (enter amount)." The approving authority will then complete blocks 37 through 40b, DA Form 4697.

c. When the approving authority decides to approve financial liability against an individual not recommended to be held financially liable, the approving authority will ensure that all actions required by paragraphs 13-34 and 13-35, AR 735-5 are completed prior to approving financial liability. When approving financial liability against a new respondent, the approving authority will enter the reasons for approving financial liability in block 37, DA Form 4697. The approving authority will then complete blocks 37 through 40b, DA Form 4697.

d. When the approving authority decides to approve joint and several liabilities against two or more individuals, the following additional actions supplement the above. Since the data in blocks 30 through 32b allows only one individual to sign, he prepares a continuation sheet. Further, he prepares a continuation sheet for blocks 37, and 39 through 40b, listing the amount of each charge along with the respondent's name, grade, SSN, monthly basic pay at the time of loss, and the time allowed for prorating.

e. Approving authority attaches a copy of notification memorandum/DFAS receipt to the ROS.

f. The approving authority follows procedures established in AR 735-5, paragraph 14-32 and this regulation (see Appendix J).

12. Liability limits due to the results of the ROS are as follows:

a. Individuals/entities who may be assessed the full amount of the government's loss minus amounts charged to others are indicated below.

- (1) Accountable officers.
- (2) Contractors and contractor employees.
- (3) Nonappropriated fund activities.
- (4) Persons losing public funds (AR 37-103).
- (5) Soldiers losing personal arms or equipment.

(6) Persons who lose, damage or destroy government quarters, furnishings or equipment provided by the government for use in quarters, through gross negligence or willful misconduct.

(7) Individuals or entities not federally employed.

b. In all other cases, the amount equal to one month's basic pay at the time of the loss or the full amount of the government's loss minus amounts assessed to others, whichever is less.

13. Follow the notification procedures listed below on assessment of financial liability.

a. Before holding individuals financially liable, the individuals must receive notice and an opportunity to exercise the rights listed below.

(1) A memorandum with a copy of the completed ROS and all exhibits will be hand delivered, or forwarded by certified mail, return receipt requested (see Appendix C).

(2) When a memorandum is returned indicating that the memorandum is not deliverable, the approving authority needs not make further attempts to notify.

(3) When the time limit expires without respondent action, the approving authority will forward the ROS for collection under cover of a transmittal document requesting DFAS acknowledgment of receipt.

(4) The approving authority will make initial follow-up to DFAS within 20 calendar days when DFAS has not acknowledged receipt and every ten days until DFAS acknowledges receipt of DA Form 4697.

b. Respondent's rights and procedures are IAW AR 735-5, Chapter 13, section XI and this regulation.

(1) The respondent submits request for reconsideration by memorandum through the immediate commander to the approving authority, if desired, only based on legal error (see Appendix D).

(a) When approving authority does not reverse original decision to approve financial liability, the request for reconsideration becomes an appeal that will be forwarded to the appeal authority.

(b) The request for reconsideration stops all collection action pending a decision by the approving authority and/or the appeal authority.

(2) Respondent submits a request for a hearing (civilian employee only). Requests for a hearing will be submitted by memorandum through the immediate commander to DFAS. A request stops all collection action pending a decision of the individual conducting the hearing (see Appendix E).

(3) The respondent requests extension of the collection period (see Appendix C).

(4) A request for reconsideration or hearing will be processed only if received within the time limit unless the individual can show good cause for failing to take one of the above actions.

14. Once the respondent has considered the charges, the ROS will be returned to the approving authority. He/she will review any new evidence offered and make a decision to either reverse the previous decision or recommend continuation of liability. A request for reconsideration will be reviewed only on the basis of legal error (i.e., the request must establish that the facts of the case do not support an assessment of financial liability).

a. When the approving authority determines that the individual should be relieved from financial liability, follow steps below.

(1) Notify the individual by memorandum that he/she is relieved from financial liability. Deliver memorandum by hand, or certified mail, return receipt requested (see Appendix C).

(2) Retain the new evidence and file with the ROS.

b. When the approving authority determines that liability should be continued, complete the following actions:

(1) Prepare, sign, and send a memorandum to the appeal authority listing the basis for denying the requested relief.

(2) The memorandum will show the dollar amount of the charge.

(3) If an estimated cost was initially used, include the actual cost in the memo, if available.

(4) Enclose the original ROS and all exhibits to the memorandum. When the original survey is not available, include a statement explaining why the file is not available.

c. The approving authority will notify the individual by memorandum, either delivered by hand, or certified mail, return receipt requested after response from appeal authority. The approving authority notifies the individual that he/she has the right to request a hearing, remission or cancellation of indebtedness, or extension of the collection period, as appropriate.

15. Appeal authority is an officer designated to take final action on requests for reconsideration when the ROS approving authority denies relief of financial responsibility to an individual, and acts on requests for remission or cancellation of indebtedness.

a. Appeal authority action is by authority of the Secretary of the Army.

b. Appeal authority is the next higher commander in the chain of command above the approving authority.

c. Appeal authority must be colonel or above & senior in time in grade to the approving authority.

d. Appeal authority may be delegated if the survey is within the organization of their command or supervision.

e. For reports of survey containing assessment of financial liability against a general officer, the appeal authority will be the next general officer or civilian senior to the approving authority in the chain of command.

f. The appeal authority may not act as both the approving and appeal authority. An individual who has personal responsibility or accountability for the property listed on a ROS will not act as an appeal authority; the next higher commander will be the appeal authority.

16. Other special procedures when processing reports of survey are listed below.

a. The Commander is responsible for initiating a ROS when accounting for lost, damaged, or destroyed personal Organization Clothing and Individual Equipment (OCIE).

b. Leased property.

(1) An official military investigation (AR 15-6) may be used instead of a ROS if negligence or willful misconduct is suspected.

(2) If the investigation finds that negligence or willful misconduct exists, the AR 15-6 investigation will be attached to the ROS.

c. Unserviceable supplies in depot storage: The inspector who finds damaged or unserviceable supplies will report the findings to the responsible officer. The responsible officer will initiate a ROS.

d. Accounting for government quarters and furnishings.

(1) The installation housing manager will initiate a ROS.

(2) Military and civilian sponsors may be charged with the loss of, damage to, or destruction of furnishings, equipment, or quarters, resulting from the sponsor's negligence or willful misconduct, whether or not the sponsor has receipted for the damaged quarters, furnishings or equipment, including results from an act by a member of the household, guest of the household, or pet of either the household member or guest.

(3) When liability against a sponsor cannot be shown, the financial liability can be assessed against the individual who actually caused the loss, damage, or destruction. In this instance, upon assessing financial liability, the ROS will be forwarded to the servicing claims office for collection.

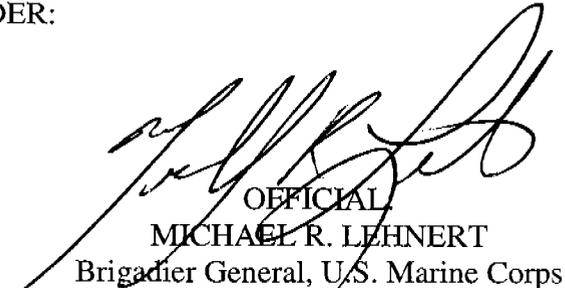
(4) A determination of gross negligence will result in the full amount of the damages to the Government being assessed against and collected from the sponsor.

- e. Accounting for recovered property previously listed on a ROS.
 - (1) If all of the property is recovered & survey number is not assigned, destroy the document.
 - (2) If all of the property is recovered & survey number is assigned, the following will apply:
 - (a) Approving authority will cancel the entry in the survey register.
 - (b) Original ROS will be marked "CANCELLED" and filed with the approving authority.
 - (c) When a document number is assigned, the approving authority will instruct the accountable officer, in writing, to reverse the transaction using the same document number.
 - (3) When property is recovered after the approving authority has made a decision on liability, the approving authority will reopen the ROS and prepare a memorandum, original, and two copies.
 - (a) Attach one copy to the original of the ROS.
 - (b) Forward the original to the accountable officer, if appropriate, requesting the accountable officer to reestablish accountability.
 - (c) Forward one copy to DFAS requesting refund for the recovered property (if a respondent was held financially liable).
 - (4) The accountable officer will:
 - (a) Attach the memorandum to his copy of the ROS.
 - (b) Reestablish property accountability by reversing transaction using same document number.
 - (c) Notify the approving authority when accountability has been restored.

1 May 2004

The proponent agency for this regulation is U.S. Army Garrison-Miami. Users are invited to send comments or suggestions to U.S. Army Garrison-Miami, ATTN: DOL, 8900 NW 35th Lane, Suite 150, Miami, Florida 33172.

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A

Appendix A

Investigation Procedures

1. **Starting Your Investigation:** Start investigation as soon as a report of survey is received. Inform the approving authority of any delays that may prevent the investigation from being completed in the prescribed time limits.
 - a. Conduct a rigid investigation.
 - b. Scrutinize all available information, especially in cases of alleged theft or embezzlement.
 - c. Question witnesses and get a certificate from any person concerned.
 - d. Compile all the evidence that supports or refutes the statement in block 11 of DA Form 4697. Attach all exhibits, statements, photographs, diagrams, and other evidence to the report of survey.
 - e. Physically examine the item, if available. If necessary, have pictures taken of the damage. Make a statement releasing the item for repair or turn-in after the item has been examined.
 - f. Consult the appointing/approving authority on any matter in which you are in doubt.
 - g. Figure the actual value of a lost item at the time of the loss.
 - h. Determine the value of the damage. This amount is usually the cost of repairs or an estimate of cost of repairs obtained from technical personnel. If it is not economical to repair, or if it is lost, determine the value of the property before it was damaged or lost.
 - i. Make sure the total cost is computed properly and annotated in blocks 27a, b, and c. Note any discrepancies in block 26.
 - j. Review all the evidence and state your findings in block 26 of DA Form 4697.
2. **Additional Steps to Determine Financial Liability:**
 - a. Simple negligence. The absence of due care by an act or omission which lacks the degree of care for the property that a reasonable and prudent person would have taken under similar circumstances to avoid loss, damage, or destruction to the property.
 - b. Gross Negligence. An extreme departure from due care resulting from an act or omission of a person accountable or responsible for Government property which falls short of that degree of care for the property that a reasonably prudent person would have taken under similar circumstances. It is accompanied by a reckless, deliberate, or wanton disregard for the foreseeable loss or damage to the property.

c. Willful misconduct. An intentionally wrongful or unlawful act (usually hard to prove). It is either a willful act contrary to, a willful failure to do something required by law, regulation, or prudence. Misappropriation and theft fall into this category. An example of misappropriation is the use of a Government vehicle or other Government property for unauthorized personal use. Theft is self-explanatory.

d. Difference Between Offenses. What is the difference between negligence and willful misconduct? To find negligence you do not have to find evidence of intent, but for willful misconduct, you do have to find evidence of intent. That is, it must be a deliberate act.

e. Judgment as a factor. Common sense and good judgment should always be used in determining proximate cause.

f. Command Responsibility. The obligation of a commander to ensure that all Government property within his or her command is properly used and care for, and that proper custody and safekeeping of Government property are provided. This responsibility cannot be delegated.

g. Supervisory Responsibility. The obligation of a supervisor to ensure that all Government property, issued to or used by his or her subordinates, is properly used, cared for, and proper custody and safekeeping of the property is provided.

h. Direct Responsibility. The obligation of a person to ensure that all Government property that he/she has signed for is properly used and cared for, and that proper custody and safekeeping is provided. Direct responsibility results from assignment as an accountable officer, receipt of formal written delegation, or adequate acceptance of the property on hand receipt from an accountable officer.

i. Personal Responsibility. The obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all Government property in his/her physical possession. It applies to all Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt.

3. **Consideration**. As a survey officer, you are trying to decide whether a person's actions were the proximate cause of loss or damage to Government property. In this capacity, you must be equally fair to the potential respondent and to the Government. Consider the following:

a. The degree of care and resourcefulness that can be reasonably expected. Weigh actions of the person involved against those of a reasonable prudent person.

b. There are two types of responsibilities that fall on a person: personal and nonpersonal. Personal responsibility is when a person has been issued property for personal use like personal arms, binoculars, or handtools. When he uses property without permission or authority, as when he steals a vehicle, he has personal responsibility. Nonpersonal responsibility is when a person commands or supervises others who use property or have custody of property (either command or supervisory responsibility). If there was nonpersonal responsibility, the following elements can affect any and all decisions:

(1) The nature of the property.

(2) The nature, extent and complexity of the organization or activity that was supervised. How feasible was it to keep close supervision over the property?

(3) The adequacy of the measures set up for supervision of subordinates to ensure protection of the property.

(4) The extent to which supervision by a commander may have been hampered by other pressing duties or by a lack of qualified assistants.

c. The possibility of fraud, collusion, or willful misconduct. If there is any suspicion of fraud, collusion, or other willful misconduct incident to a property loss on the part of a military or civilian employee of the Army, you must be especially careful to make a thorough investigation of the facts. Fraud is the misrepresentation of truth to induce another to part with something of value or to surrender a legal right. It is also deceitful with the intent to deprive another of his rights or to cause him injury. Collusion is a secret agreement and cooperation for a fraudulent or deceitful purpose. Relief from financial liability must not be recommended until respondents are completely cleared of suspicion of crimes.

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Appendix B

Checklist for Report of Survey Officer Review Process

Note: Refer to Chapter 13 of AR 735-5 for a sample of a completed DA Form 4697.

Block	Initiator:
1.	Is the date entered?
2.	To be entered by the approving authority (The survey number will be assigned upon initial receipt of the report of survey from the initiator or accountable officer as appropriate).
3.	Is the type of property annotated (i.e., "Organizational", "Real Property", "Stock Record Account", or "Installation?")
4.	Is the address of the accountable office annotated? Include the Unit Identification Code (UIC) for property book accounts and Department of Defense Activity Address Code (DODAAC) for stock record accounts.
5.	Are the name, grade, and designation of the accountable officer, commander or primary hand-receipt holder entered?
6.	Is the correct stock number and line item number (LIN) or nonstandard item (NSI) number for NSI been entered?
7.	Is the correct nomenclature, reportable item control code, "no residue" (if applicable), and serial number of a serial numbered item been entered? If space is insufficient, use a continuation sheet.
8.	Is the correct quantity and unit of issue been entered?
9.	Is the unit price of the item, not repair cost, entered?
10.	Is the total actual cost or estimated cost of damages computed correctly (block 8 multiplied by block 9)?
11.	Is an accurate and concise statement of facts given, including date and place? Are all persons identified by name, rank, or grade designation, and social security number? Is a notation made in block 11 as to exhibits attached? Is there a copy of each exhibit attached to each copy of the report of survey? Are the exhibits properly identified?
12.	Did the person providing the statement in block 11 sign in the signature block? Are his or her name, rank or grade designation and social security number in the block below the signature block?
13.	Leave blank
	Accountable officer
14.	Is the date of signature entered?
15.	Did the accountable officer enter his/her name (typed and signed) and grade, if adjustment to an accountable record is required?
16.	Is there a document number or voucher number assigned if adjustment to an accountable record is required?

Block	Initiator:
	Appointing authority
17-25.	Has the report of survey and supporting evidence been reviewed to determine what action is required? (When it can be determined from the facts presented that no person should be held liable without an investigation, check 17a. If an investigation is required, check blocks 17b or 17c, as appropriate.) Are blocks 18 through 20 completed? If survey officer is appointed, are blocks 21 through 25 completed?
	Approving Authority (Applies only if an Appointing Authority has not been designated)
17-25.	Has the report of survey and supporting evidence been reviewed to determine what action is required? When it can be determined what action is required? When it can be determined from the facts presented that no persons should be held liable without an investigation, follows the procedures outline in para 13-22. If an investigation is required, are blocks 21 through 25 completed?
	Survey Officer
26-32.	Have all items been completed? Did the survey officer accomplish the following during his or her investigation?
	a. Rigidly scrutinized all available evidence, especially in instances of alleged theft?
	b. Interviewed witnesses or reviewed their written depositions? (if the survey officer believed the testimony would be of value in establishing the cause of the loss or damage and responsibility thereof)
	c. Obtained certificates, if they were not already attached to the report of survey, from the responsible person or others, setting forth all the known circumstances of the case and the precautions taken by them and by those under their supervisory control?
	d. Compiled the evidence that substantiated or refuted the statements contained in block 11, and the statements of other interested persons?
	e. Physically examined the listed property, when present, before it was repaired, destroyed, or otherwise disposed of, and released it for proper action when examination was completed?
	f. Consulted the approving authority on any matters on which the survey officer was in doubt?
	g. Conducted a thorough and impartial investigation?
	h. Developed the facts and circumstances, not necessarily as reported, but as they actually existed?
	Findings and recommendations:
	a. Is the recommendation based on the findings of the survey officer?
	b. Are the findings supported by the exhibits, and the exhibits properly referenced? If the facts were established orally, is the person's name giving the testimony identified and directly quoted?
	c. Did the survey officer describe the facts in his/her own words?
	d. If damaged property was disposed of, was disposition of damage property recorded in the findings and a copy of the turn-in document included as an exhibit?
	e. Are exhibits in the form of certificates lettered alphabetically showing the date of survey, amount, and organization?

Block	Initiator:
	f. Were contradictory statements resolved by the survey officer?
	g. Are recommendations consistent with the findings? Do they cover responsibility, accountability, financial liability, and disposition of property, if applicable?
	h. Were the survey officer's name and grade entered in block 29a and all copies of the report of survey signed in block 29b in block 29b?
	i. Was the date entered in block 28?
	j. When claim action was or is being taken under AR 27-20, was a statement to this effect made by the survey officer?
	(For Vehicle Accidents Only)
	a. Are statements from the driver of the vehicle being surveyed, driver(s) of other vehicles involved, and any witness (es) included?
	b. Was an accident report, DA Form 3946 (Military Police Traffic Accident Report) included as an exhibit? DA Form 285 (US Army Accident Investigation Report) will not be used as an exhibit to support the report of survey.
	c. Were the operator's qualifications, DA Form 348 (Equipment Operator's Qualifications Record) included as an exhibit?
	d. Was damaged explained or pictures used to show damage?
	e. If financial charge is recommended, was the actual cost of damage or an estimated cost of damage included?
	(For Loss or Theft of Property Only)
	a. Are statements by responsible officers concerning security measures in force, and statements from persons showing how much security measures are enforced, included?
	b. Are extracts of pertinent documents showing security measures in force, such as guard orders, officer of the day (OD), and command operations (CO) instructions, etc., included?
	c. Was a copy of the counterintelligence (CI) or Provost Marshall's investigation included or, if not completed, was reference to the investigation (to include the case number) indicated?
	When a Financial Charge is Recommended:
	a. When a financial charge is recommended by the survey officer, is computation of such charges included in the findings or continuation sheets?
	b. Was computation made in compliance with regulation?
	c. Was a rebuild allowance instead of depreciation used on such items as rifles, binoculars, pistols, etc.?
	d. Was the full name, grade, social security number, and the amount of the charges included in the recommendation. Were the charges computed properly if more than one person is recommended for assessment of financial liability?

Block	Initiator:
	e. Was the person against whom a charge is recommended given a chance to review the findings, recommendations, and supporting exhibits; make an additional statement if desired; and sign block 32b?
	f. If new or additional evidence was submitted, was it considered and appropriate comments made in block 26, DA Form 4697? Was the evidence properly identified and attached as an exhibit?
	g. If the person against whom a financial charge is recommended is not present to complete block 30, DA Form 4697, was a complete copy of the report of survey with all exhibits forwarded to him or her by registered or certified mail, return receipt requested, with a memorandum explaining his or her rights? Was a copy of the memorandum included as an exhibit?
	h. If the vehicle is not repairable and a financial charge is being recommended, is the financial charge based on the net loss to the Government prepared by installation maintenance?
	Other Items to be Checked:
	a. Was the report of survey prepared in the appropriate number of copies?
	b. Was a through check of the report of survey made to ensure that all erasures and other alterations were made neatly and initiated by the person originating the entry?
	c. Does the report of survey establish the fact that a person has personal responsibility as defined in the consolidated glossary of AR 735-5?
	Appointing Authority (Applies only if an Appointing Authority was designated):
26-35.	a. Did a survey officer complete all required actions?
	b. Does the completed survey contain enough pertinent data to enable a review later to be made without obtaining additional data?
	c. Was block 33 completed by the appointing authority to indicate his/her recommendations? The appointing authority may concur or nonconcur with the recommendations of the survey officer or make new recommendations of his/her own. When the appointing authority does not agree with the survey officer's finds and recommendations, his/her comments must be documented in block 34. If space in block 34 is not sufficient, "see attached statement" or "continued" should be typed in block 34 and a statement attached to each copy of the report of survey.
	d. Were all time frames met? If not, was a memorandum signed by the person responsible for the delay included with the report of survey explaining the reasons for the delay?
	Approving Authority:
	a. Were items completed as shown in figure 13-6?
	b. Did he initiator, appointing authority, and survey officer complete all required actions?
	c. Does the completed survey contain enough data to enable a later review to be made without obtaining additional data?

Appendix C

(Letterhead)

OFFICE SYMBOL

(Date)

MEMORANDUM THRU

FOR

SUBJECT: Financial Liability, Report of Survey Number (number), (\$ amount)

1. You are hereby notified that you are being recommended for financial liability to the United States Government, in the amount of (\$ dollar amount) for the report of survey (enclosed) referenced above.
2. Your attention is invited to AR 735-5, Chapter 13, which lists your rights relative to this matter as of this time. You have the right to:
 - a. Inspect and copy Department of Defense (DOD) and/or Army records relating to the debt.
 - b. Legal advice.
 - c. To submit a statement and other evidence to the approving authority in rebuttal of my recommendation.
3. Time constraints for submission of rebuttal are contained in AR 735-5, Chapter 13.
4. You are requested to sign the endorsement below and return it to me within the time constraints for submission of rebuttal.

Encl

(Signature block)

(Letterhead)

OFFICE SYMBOL

(Date)

MEMORANDUM THRU

FOR

SUBJECT: Financial Liability, Report of Survey Number (number), (\$ amount)

I hereby acknowledge receipt of notice of recommendation for financial liability contained in the basic correspondence. I am aware of my rights as listed in the basic correspondence above.

Encl
wd

(Signature block)

(Letterhead)

OFFICE SYMBOL

(Date)

MEMORANDUM THRU

FOR

SUBJECT: Request for Extension of the Collection Period, Report of Survey Number (number),
\$ amount)

I hereby request extension of the collection period to (number) months due to financial hardship.
(Note: When requesting extension of collection period, you may be required to submit an
affidavit of financial support to your servicing DFAS).

(Signature Block/Signature of Debtor)

(Letterhead)

OFFICE SYMBOL

(Date)

MEMORANDUM THRU

FOR

SUBJECT: Notice of Relief of Financial Liability, Report of Survey

You are hereby notified that you are relieved from responsibility for the loss, damage, or destruction of the Government property listed on the Report of Survey Number (number).

(Signature Block/Signature of Approving
Authority or representative)

Appendix D

(Letterhead)

OFFICE SYMBOL

(Date)

MEMORANDUM THRU

FOR

SUBJECT: Request for Reconsideration, Report of Survey Number (number), (\$ amount)

I hereby request reconsideration of the assessment of financial liability against me for losses investigated under subject report of survey. (Note: When you request reconsideration of the assessment of financial liability, you must enclose the following with your request.)

a. A statement of the reason(s) why you believe the approving authority's assessment of financial liability is erroneous, including a complete description of the facts, evidence, and a summary of testimony of any witnesses you believe support your position.

b. Copies of any pertinent records you wish to have considered if they differ from those records previously provided to you by the approving authority.

Encl

Signature Block/Signature of Debtor

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Appendix E

(Letterhead)

OFFICE SYMBOL

(Date)

MEMORANDUM THRU

FOR

SUBJECT: Request for Hearing, Report of Survey (number), (\$ amount)

I request a hearing for the following reason(s): (Check as applicable)

- a. To contest the validity of the debt for salary offset purposes.
- b. To contest the amount of the debt.
- c. To contest the terms of the offset schedule proposed by the Creditor Component.

Note: If you are requesting a hearing to contest the validity or amount of the debt, a and/or b above, you must enclose the following with this request:

(1) A statement of the reason(s) why you believe the creditor's determination of the validity and/or the amount of the debt is erroneous including a complete description of the facts, evidence, and a summary of testimony of any witnesses which you believe support your position.

(2) Copies of any pertinent records you wish to have considered at the hearing, if the officer from those records previously provided to you by Creditor Component.

Note: If you are requesting a hearing to contest the terms of the offset schedule proposed by the Creditor Component c above, you must enclose the following with your request:

- (a) Your proposed alternative offset schedule, i.e., how much you can pay a month.
- (b) An affidavit of financial status (obtained from the servicing DFAS).
- (c) Copies of any records you wish to be considered at the hearing, if they differ from the records previously provided by the Creditor Component.

Encl

(Signature Block/Signature of Debtor)

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Appendix F

(Letterhead)

OFFICE SYMBOL

(Date)

MEMORANDUM FOR

SUBJECT: Financial Liability, Report of Survey Number (number), (\$ amount)

1. You are hereby notified that the United States Government has assessed financial liability against you, in the amount of (\$ amount) for the report of survey referenced above.
2. Your attention is invited to AR 735-5, Chapter 13, which lists your rights relative to this matter. You have the right to:
 - a. Inspect and copy Department of Defense (DOD) and/or Army records relating to the matter.
 - b. Obtain legal advice relating to assessment of financial liability.
 - c. Request reconsideration of the assessment of financial liability. A request for reconsideration can be submitted only on the basis of legal error.
 - d. Request a hearing concerning the amount of the debt, or the terms of any proposed repayment schedule (civilian employees only). A request for a hearing will not be considered until a request for reconsideration concerning the existence of the debt has been adversely acted on by the appellate authority. A respondent who wished to challenge the existence of the debt must do so by submitting a request for reconsideration to the approving authority.
 - e. Request remission or cancellation of the indebtedness under the provision of AR 600-4 (enlisted personnel only). A request for remission or cancellation of the indebtedness will not be considered until other avenues of redress listed in paragraph c and d above have been exhausted.
 - f. Request extension of the collection period.
 - g. Submit an application to the Army Board of Correction of Military Records under the provisions of AR 15-185. Submitting such an application is not proper until all the avenues of redress have been exhausted.

1 May 2004

OFFICE SYMBOL

SUBJECT: Financial Liability, Report of Survey Number (number), (\$ amount)

- h. Enter into a written agreement with DFAS/United States property and fiscal office (USPFO) to repay the debt by installment
3. Submission of a request for reconsideration, a hearing, or remission or cancellation of indebtedness, stops all collection action, pending a decision on the request made by the appropriate official. These rights are listed in the order in which they should be exercised.
- a. You have 30 calendar days from the date of this memorandum to submit a request for reconsideration to: (insert organization title and office symbol).
- b. Should your request for reconsideration be denied (civilian employees only) you have an additional 30 calendar days from the date of the reconsideration denial to submit a request for a hearing to: (insert the organization title of the servicing DFAS).
- c. You (enlisted personnel only) have 30 calendar days from the date of the notification of adverse action resulting from a request for reconsideration to submit a request for remission or cancellation of the indebtedness to: (insert organization title and office symbol).
- d. When the rights in paragraph a through c above have been exercised and you have been notified that you are still liable and must make reimbursement to the Government, you should immediately contact your servicing DFAS/USPFO to determine how to avoid possible interest and/or penalty charges if payment is not immediately made.
- e. Should all these rights be denied, or you fail to exercise one of the rights within the appropriate time frame, your last avenue of redress is to make application to the Army Board for Correction of Military Records (ABCMR). Application to the ABCMR does not stop collection action.
4. Should you have any questions concerning the above rights, you may contact my designated representative (insert name, grade, organization title, and office symbol) or legal services.

(Signature block)

(Page #)

(Letterhead)

OFFICE SYMBOL

(Date)

MEMORANDUM THRU

FOR

SUBJECT: Financial Liability, Report of Survey Number (number), (\$ amount)

I hereby acknowledge receipt of notice of assessment of financial liability contained in the basic correspondence. I am aware of my rights as listed in basic correspondence.

(Signature block)

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Appendix G

Report of Survey:

1. MONTHLY REPORT FOR THE MONTH OF:

2. UNIT REPORTING:

a. FISCAL YEAR DATA:

(1) Number of Surveys Initiated To Date:

(2) Number of Surveys Cancelled To Date:

(3) Cumulative Number of Reports of Survey (A(3) EQUALS A(1) MINUS A(2)):

b. MONTHLY DATA (SURVEYS COMPLETED DURING THE MONTH)

(1) Number of Reports of Survey Approved (Signed By The Approving Authority):

(2) Average Survey Processing Time (In Days) (Total Number of Days Processing For Completed Surveys Divided By The Number of Approved Surveys):

(3) Number of Approved Surveys with Liability Assessed:

(4) Number of Approved Surveys with Liability Relieved:

(5) Dollar Value of Liability Assessed (Amount Assessed and Charged to Liable Persons):

(6) Dollar Value of Liability Relieved (Amount that was a Loss to the Government on Surveys with Full Liability Relieved):

(7) Value of Total Loss to the Government (Add the Loss to the Government from (6) above to any Loss to the Government on Surveys Where Liability was Assessed for less than the Total Loss):

(THIS REPORT IS DUE BY THE 5TH OF EACH MONTH)

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Appendix H

Report of Survey Process Time Segments with Approving Authority

STEP 1: ROS INITIATION PROCESS (5 days)

Starts with discovery of a loss

- Preliminary search for item and identification of item thru Army Master Data File (AMDF)
- Gather dates and circumstances
- Initiation of ROS - DA Form 4697
- Complete narrative portion
- Get document number assigned
- Provide to approving authority

STEP 2: ROS APPROVING AUTHORITY PROCESS (10 days)

Starts upon receipt from initiator or accountable officer as appropriate

- Survey number assigned
- Determine further investigation is required
- Appoint the survey officer if required

Accumulative days (15 days)

STEP 3: ROS INVESTIGATION AND RECOMMENDATION PROCESS (25 days)

Starts after survey officer appointed by approving authority

- Review property records
- Take statements
- Ascertain facts
- Determine proximate cause
- Calculate loss
- Make recommendation
- Notify individual
- Consider rebuttal
- JAG review
- Provide to approving authority

Accumulative days (40 days)

STEP 4: ROS ADJUDICATION PROCESS (15 days)

Starts upon receipt from initiator or survey officer as appropriate

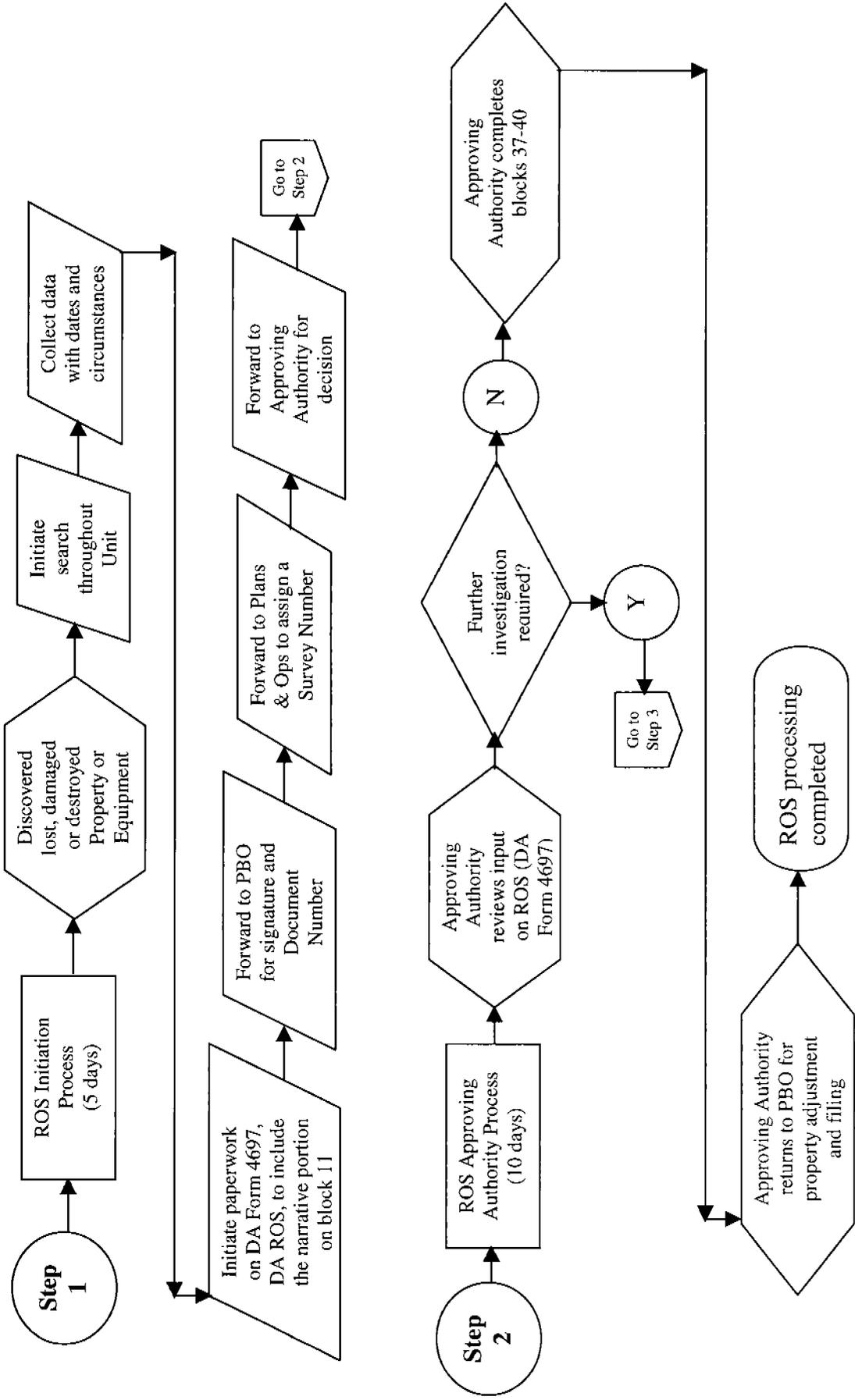
- Approval authority review
- JAG secondary review as appropriate (assessment of financial liability)
- Decision by approving authority

Accumulative days (55 days)

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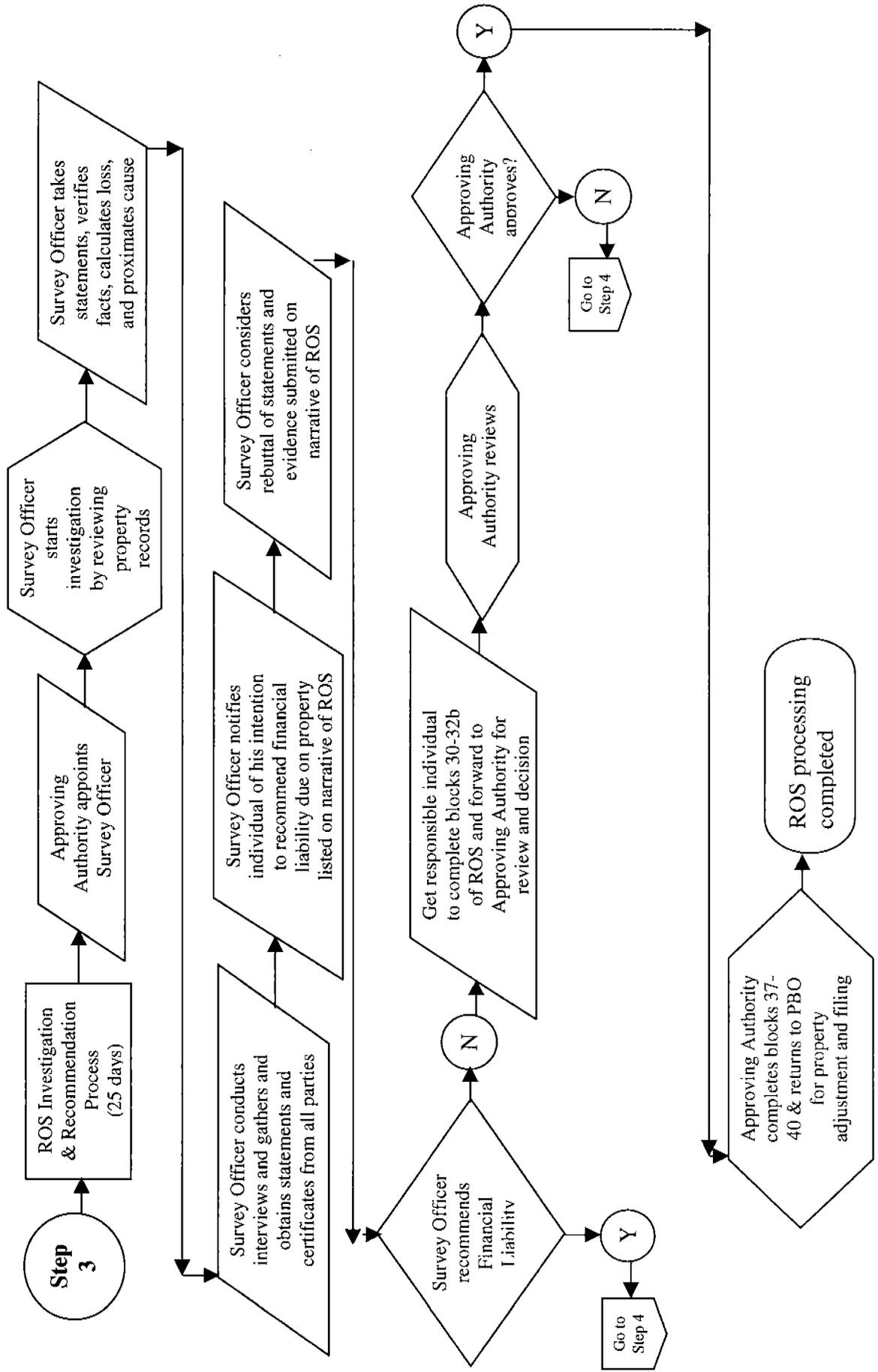
Appendix H

Flow Chart for ROS Processing Time with Approving Authority



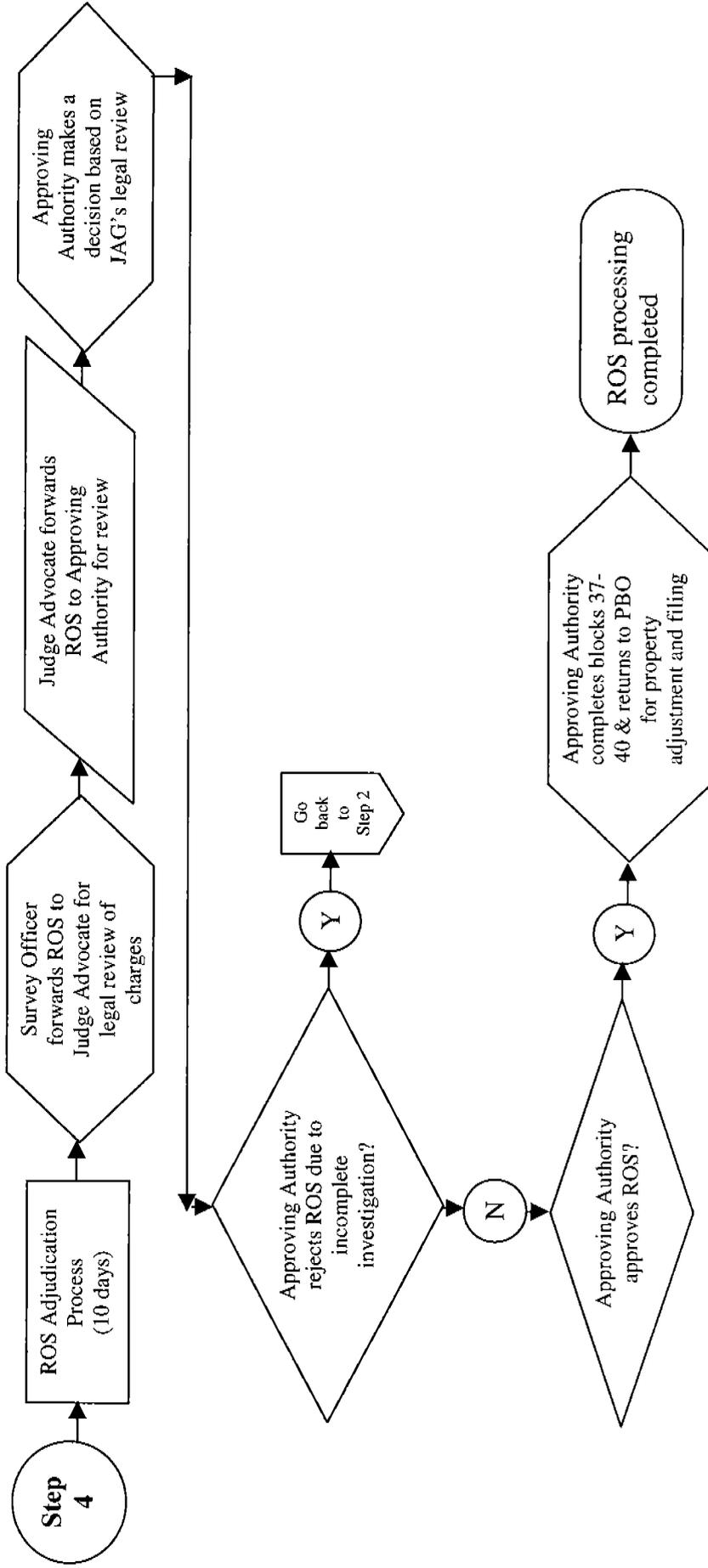
Appendix H

Flow Chart for ROS Processing Time with Approving Authority



Appendix H

Flow Chart for ROS Processing Time with Approving Authority



Appendix I

Report of Survey Process Time Segments with Appointing Authority

STEP 1: ROS INITIATION PROCESS (5 days)

Starts with discovery of a loss

- Preliminary search for item and identification of item thru AMDF
- Gather dates and circumstances
- Initiation of ROS - DA Form 4697
- Complete narrative portion
- Provide to appointing authority upon assignment of document number

STEP 2: ROS APPOINTING AUTHORITY PROCESS (5 days)

Starts upon receipt from initiator or accountable officer as appropriate

- Survey number assigned
- Determine further investigation is required
- Appoint the survey officer if required

Accumulative days (10 days)

STEP 3: ROS INVESTIGATION AND RECOMMENDATION PROCESS (35 days)

Starts after survey officer appointed by appointing authority

- Review property records
- Take statements
- Ascertain facts
- Determine proximate cause
- Calculate loss
- Make recommendation
- Notify individual
- Consider rebuttal
- JAG review
- Review by appointing authority
- Decision by appointing authority
- Provide to approving authority

Accumulative days (45 days)

STEP 4: ROS ADJUDICATION PROCESS (10 days)

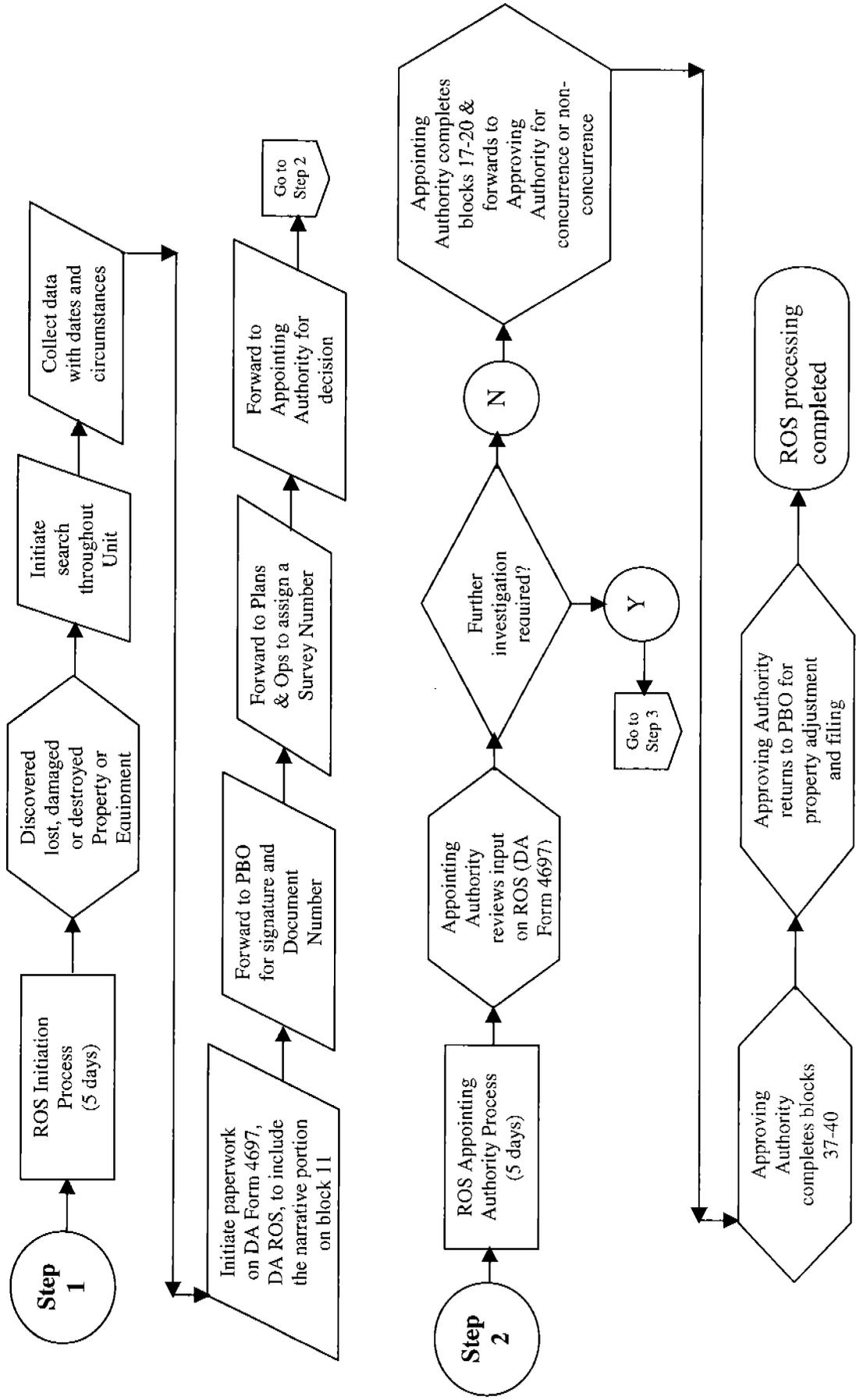
- Starts upon receipt from appointing authority
- Approval authority review
- JAG secondary review as appropriate (assessment of financial liability)
- Decision by approving authority

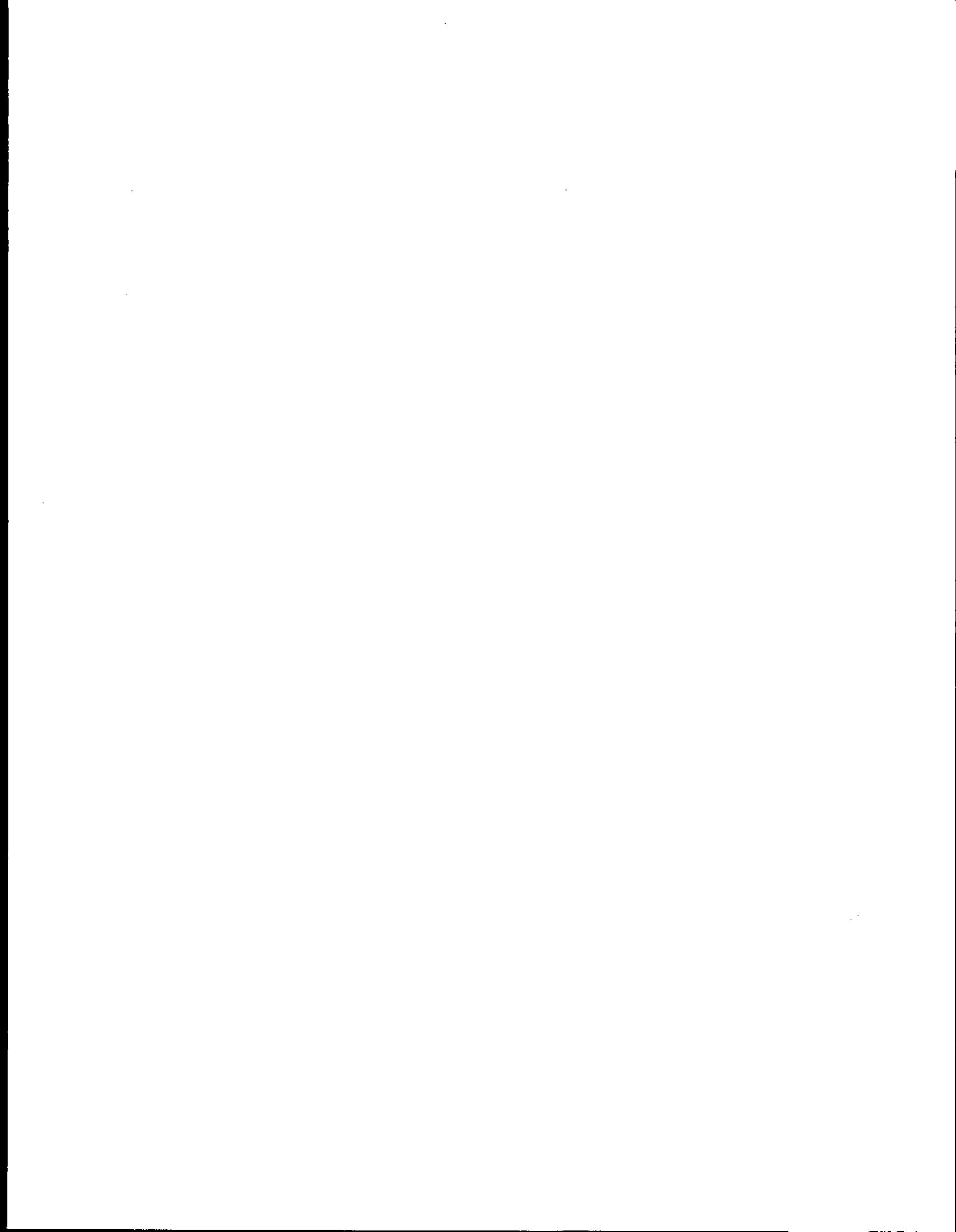
Accumulative days (55 days)

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Appendix I

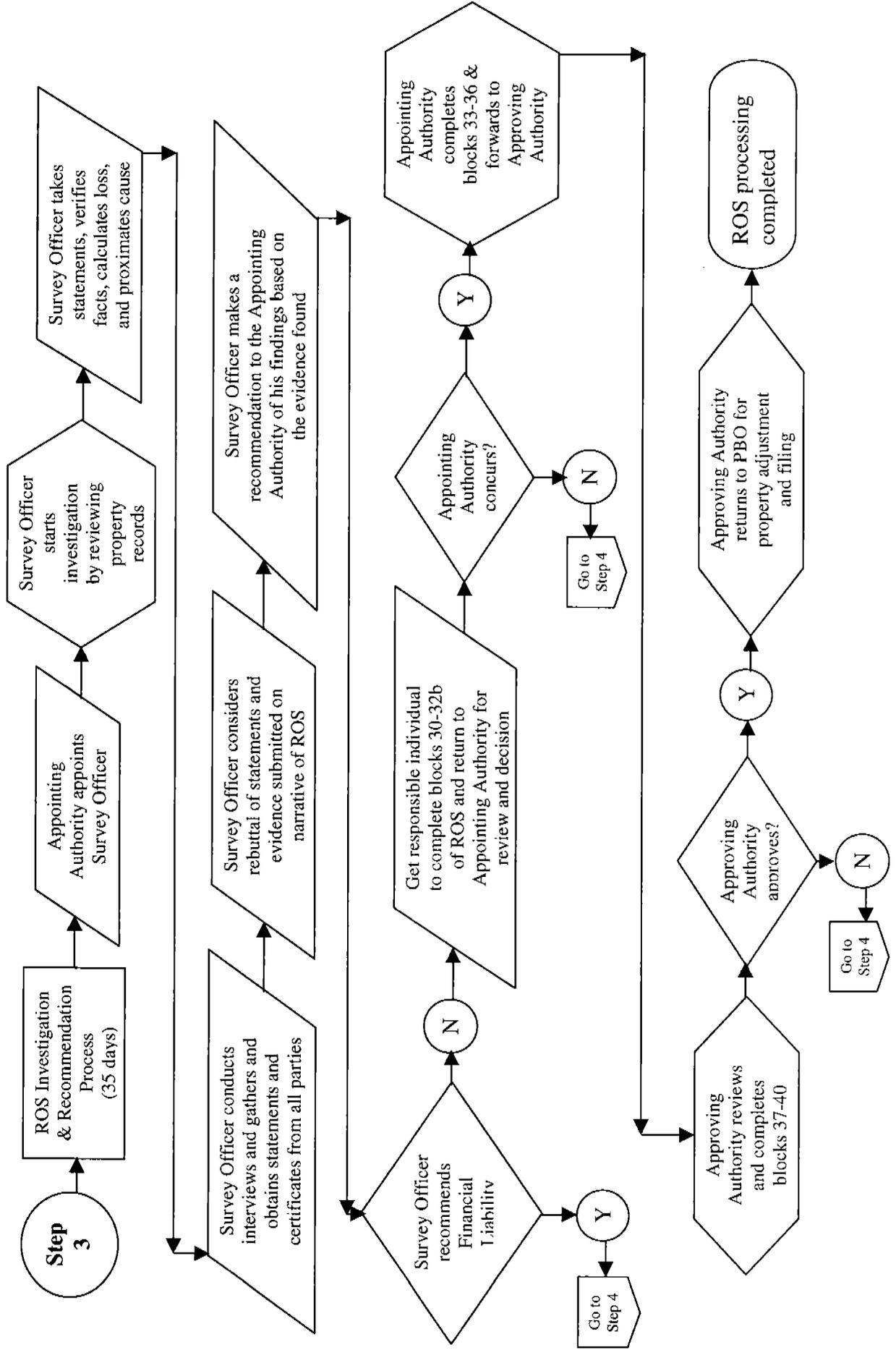
Flow Chart for ROS Processing Time with an Appointing Authority





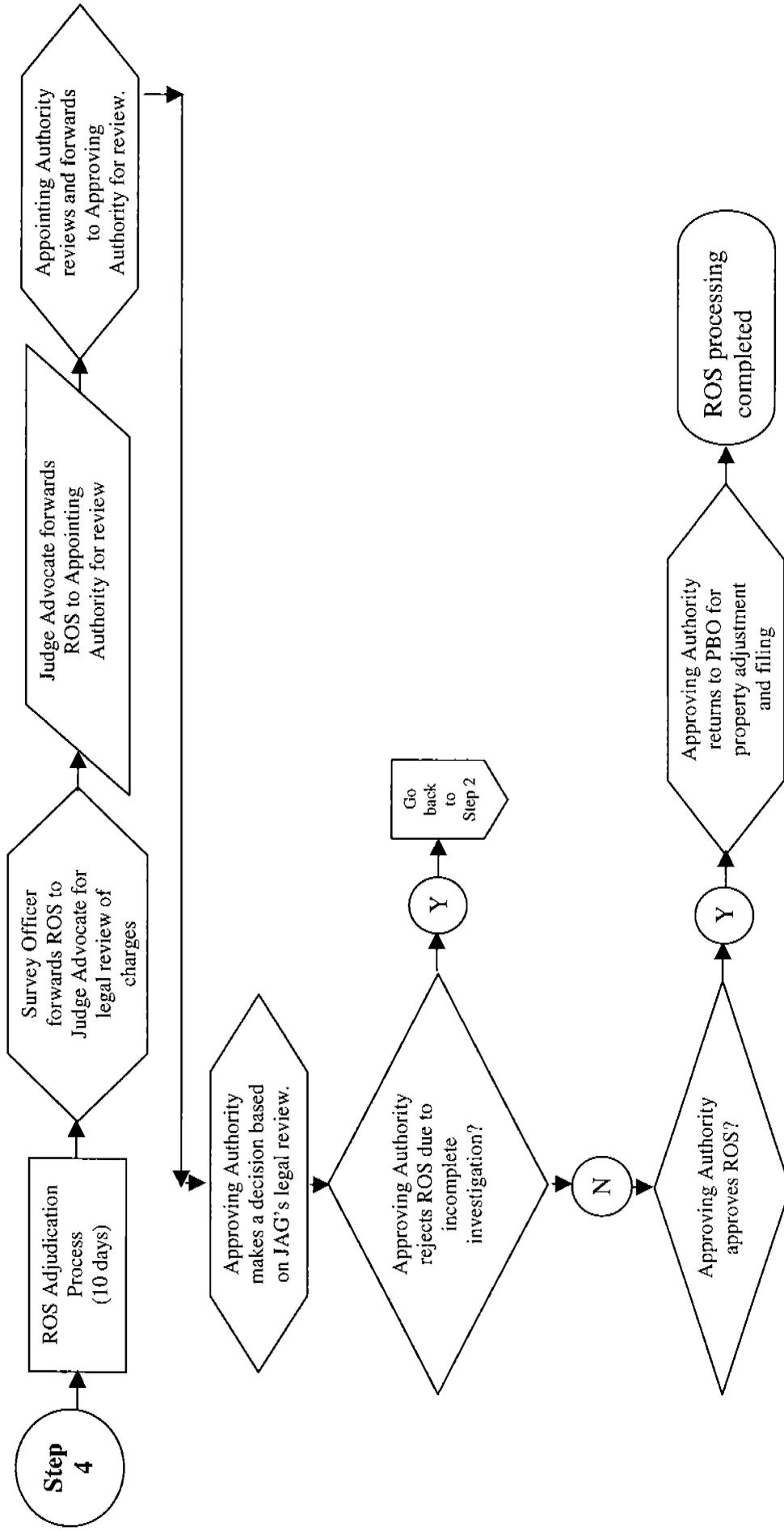
Appendix I

Flow Chart for ROS Processing Time with an Appointing Authority



Appendix I

Flow Chart for ROS Processing Time with an Appointing Authority



Appendix J

Financial Liability - Non-Army Personnel

1. When the approving authority decides to approve financial liability against non-Army personnel, procedures established in AR 735-5, chapter 14, paragraphs 32 will apply.

a. The responsible Army agency (owner of property) will submit a request for voluntary payment of the approved charge from the respondent. If voluntary payment is not made, the approving authority sends the ROS to Accounting and Debt Management, ATTN: DFAS-IN-Y, Indianapolis, IN 46249-5301, for collections by methods available at that headquarters.

b. The responsible Army agency takes responsibility for any property "loaned" to its members by non-Army agencies or foreign governments. The responsibility includes any reimbursement to the lending non-Army agency or foreign government for irreparable damages, repairs for damages, loss of property, or destruction of property.

2. The Army and the Air Force agreed, regardless of the service of the member, that the action and routing of the ROS will be governed by the regulations of the service owning the property. If financial liability is involved, the ROS will be routed through the parent's service approval authority with jurisdiction to act on ROS concerning the member involved.

a. The service owning the property will forward a complete ROS package, including findings and recommendations of the survey officer and that of the service's ROS approving authority.

b. Actions by the parent's service ROS approval authority will be IAW the parent's ROS regulations. The parent's ROS approval authority will notify the property owning service approval authority of any action taken.

3. Preparation of ROS at joint installations is the responsibility of the property custodian as follows:

a. Accountable Army personnel will prepare ROS for property in custody of Army personnel or other than Army personnel IAW AR 735-5, chapter 13.

b. Accountable Army personnel will prepare DD Form 200, Financial Liability Investigation of Property Loss, for losses of DLA property in the custody of Army personnel IAW DOD Financial Management Regulation, Volume 12, chapter 7.

c. Personnel of the issuing U.S. agency, department, or foreign government will prepare ROS for all non-Army property in the custody of Army personnel IAW AR 735-5, chapter 13.

d. Loaned Army property to other DOD services. An agreement must be in place between the loaning and the borrowing activity prior to the loan taking place IAW AR 700-131, paragraph 2-6. The agreement must state the borrowing service's responsibility for the return of the borrowed item(s) and in the event of loss, damage, or destruction of the property, the borrowing service's responsibility for the payment of replacement or repair costs.

4. Designation of approval authority is as follows:

a. Approval authority for Army property in the custody of Army or other personnel is IAW AR 735-5, chapter 13.

b. DLA property in the custody of Army personnel. Custodians will submit Financial Liability Investigation of Property Losses (DD Form 200) covering losses of DLA property to the Army approval authority IAW AR 735-5, chapter 13. Sends original and duplicate to DLA reviewing authority specified in DLA instructions after action by the approval authority. Returns a duplicate with the confirmed action of the reviewing authority to the approval authority.

c. Navy and other U.S. Government agency and department property in custody of Army personnel. Custodians will accept as final the recommendations for placing financial liability on Army personnel by Navy ROS or other U.S. Government agencies and departments:

(1) If approved by the official designated in regulations of the Agency concerned to confirm such approvals.

(2) Provided the recommendations are based on findings meeting the criteria stated in AR 735-5, chapter 13.

Appendix K**Glossary**

Acronym or Abbreviation	Meaning
ABCMR	Army Board for Correction of Military Records
AMDF	Army Master Data File
AOR	Area of Responsibility
AR	Army Regulation
ARC	Accounting Requirement code
Chap	Chapter
CI	Counter Intelligence
CIF	Central Issue Facility
CO	Command Operations
CSC	Civilian Support Center
DA	Department of the Army
DD	Department of Defense
DFAS	Defense Finance and Accounting Service
DLA	Defense Logistics Agency
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
ECOD	Estimated Cost of Damages
Encl	Enclosure
ETS	Expiration Term of Service

Acronym or Abbreviation	Meaning
FWT	Fair Wear and Tear
FY	Fiscal Year
IAR	Inventory Adjustment Report
IAW	In Accordance With
GS	General Schedule (used for civilian employee grade)
JAG	Judge Advocate General
LIN	Line Item Number
MACOM	Major Army Command
MILGP	Military Group
NSI	Non-Standard Item
OCIE	Organization Clothing and Individual Equipment
OD	Officer of the Day
PA&E	Personal Arms and Equipment
PAM	Pamphlet
Para	Paragraph
PBO	Property Book Officer
PCS	Permanent Change of Station
PHRH	Primary Hand Receipt Holder
Reg	Regulation
ROS	Report of Survey
SC	Southern Command

Acronym or Abbreviation	Meaning
SCJ4	U.S. Southern Command Directorate of Logistics
SOP	Standard Operating Procedures
SSA	Supply Support Activity
SSN	Social Security Number
SSSC	Self Service Supply Center
TAACOM	Theater Army Area Command
TDA	Table of Distribution and Allowances
UIC	Unit Identification Code
USPFO	United States Property and Fiscal Office
Wd	Withdrawn

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