

APPENDIX E-263 P

REPORT OF SURVEY

1. PURPOSE

This appendix is applicable to chapter 5 and describes the preparation and processing of all Reports of Survey covering loss, damage or destruction of DLA property.

2. APPENDICES USED IN THIS PROCESS

N/A

3. DEFINITIONS

a. Accountability. The obligation imposed by law or lawful order or regulation of an officer or other person for keeping accurate record of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care and safekeeping.

b. Accountable Officer. An individual, either civilian or military, required to assure that accurate recording of property transactions is accomplished and current records pertaining thereto are maintained. Accountable Officers will be appointed in writing by Heads of DLA primary level field activities.

c. Certifying Officer. An individual, either civilian or military, authorized to attest to the accuracy or legality of a written statement or to the facts of a property transaction. Certifying Officers will be appointed in writing by Heads of Defense Logistics Agency primary level field activities.

d. Commander. The head of a primary level field activity except Defense Documentation Center (DDC).

e. Responsibility. The obligation of an individual for the proper custody, care and safekeeping of property or funds entrusted to his possession or under his supervision.

f. Responsible Officer. An individual, either civilian or military, responsible for the proper custody, care and safekeeping of property entrusted to his possession or under his supervision to include pecuniary liability for any loss which might occur because of failure to exercise this obligation. Responsible Officers will be appointed in writing by Heads of DLA primary level field activities.

g. Reviewing Authority. A person or a group of persons who are required to review the findings made by a person, committee, board, or the like, to ascertain the legality or practicality of the findings and to affirm, repudiate or modify the judgment of the originator or originating activity of a report of survey.

#### 4. RESPONSIBLE ORGANIZATIONAL ELEMENTS

a. The Responsible Officer will initiate all Reports of Survey or requests for investigation.

b. The Certifying Officer is responsible for attesting the accuracy and/or legality of written statements and will witness and certify the destruction of unserviceable property where appropriate.

c. The Accountable Officer will ensure that reports of survey are properly prepared and processed and is responsible for the accurate recording of property transactions as a result of survey actions to accountable records.

d. The Reviewing Authority will review and ascertain the legality of findings and affirm, repudiate, or modify the judgments of the originator in connection with all Reports of Survey.

#### 5. PROCEDURES

a. A Financial Liability Investigation of Property Loss (Report of Survey), DD Form 200, or Discrepancy in Shipment Report, SF 361, and Report of Item Discrepancy, SF 364, when used for Report of Survey purposes, will be initiated by the Responsible Officer when there is:

(1) An unexplainable overage or shortage in sensitive drug abuse, classified or pilferable items of supply.

(2) An indication of fault or neglect in the care of U.S. Government property.

(3) A request from the Accountable Officer.

(4) A requirement to relieve an individual of responsibility or to determine responsibility.

b. The report will determine all facts surrounding the loss, the amount thereof, the liability therefore, and whether the individual responsible for the property should be relieved without charge or held pecuniarily liable. All appropriate and pertinent documentation in support of the survey action will be included as attachments to the Report of Survey. All Reports of Survey will be certified by the Certifying Officer designated, in writing, by the DLA primary field Activity Commander.

c. The designation of Survey Officers and/or Boards of Survey will be accomplished, in writing, at the discretion of the Heads of DLA primary field activities. In no instance, however, will the Accountable or Responsible Officers involved be included as such members.

d. Due to the transfer of Military Service (MLSVC) distribution activities to DLA management and control, Reports of Survey will be accomplished solely by using the Financial Liability Investigation of Property Loss form (FLIPL, DD Form 200). While the report blocks are mostly self-explanatory, complete instructions for the use and distribution are contained in DoD 7200.10-M, DoD Accounting and Reporting of Government Property Lost, Damaged or Destroyed.

e. The Heads of DLA primary level field activities are designated as reviewing authorities and have been delegated to take final action by authority of the Director, DLA for Reports of Survey initiated within their command jurisdiction except as follows:

(1) Wherein a Commander receives Reports of Survey listing property for which individuals under his jurisdiction are responsible, but for which individuals under the jurisdiction of another Commander are accountable, the Commander of the accountable activity will act as reviewing authority.

(2) Wherein final action on a Report of Survey is reserved to the Director, DLA:

(a) Those which indicate that the total value of articles lost or destroyed exceeds \$5,000., or where the total damage exceeds that amount.

(b) Those Reports of Survey that have been reopened.

(c) Those listing property for which they themselves are accountable.

(d) Those on which the Activity Commander has sustained or recommended a monetary change in an amount exceeding \$500.

(e) Those covering loss, damage, or destruction to property where there is or may be a question as to the liability (regardless of amount) of a contractor or vendor under the terms of a contract or purchase order.

f. Distribution of Reports of Survey will be as follows:

(1) When final action will be taken at the primary level field activity, the responsible Officer will forward the Report of Survey through the Accountable Officer, through the Chief, Security Division, to the Reviewing Authority. Each Officer will retain one copy of the Report of Survey pending receipt of final action by the Reviewing Authority at which time all records will be adjusted and appropriate action taken in accordance with the findings.

(2) When final action will be taken at an Accountable Activity when the Responsible Officer is under the jurisdiction of another Activity Commander, the Responsible Officer will forward the Report of Survey through the Chief, Security Division, to his Activity Commander who will review for accuracy and forward to the appropriate Accountable Activity for final action. Copies will be retained by each Officer pending receipt of final action from the reviewing authority at which time recordation and appropriate action will be taken in accordance with the findings of the completed Report of Survey. In those instances wherein the Commander of the Accountable Activity cannot take final action, he will forward the Report of Survey to the Director, Defense Logistics Agency, ATTN: DLA-CFF for final action.

(3) When final action is to be taken by the Director, DLA, the Report of Survey will be forwarded as specified in paragraph 5f(1) or (2) above as appropriate.

g. In all instances of Reports of Survey initiated in connection with any shortages of narcotics and dangerous drugs, one copy of the report will be forwarded to the Director, DLA, ATTN: DLA-XP.

h. Approved Reports of Survey Files will be maintained by the Accountable Officer and will be made available to the use of auditors, the Inspector General and other administrative authority.

6. FLOWCHART

Flowchart not required.