



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
280TH BASE SUPPORT BATTALION
DIRECTORATE OF PUBLIC WORKS
CMR 457
APO AE 09033

AETV-WG-SME

NOV 21 2003

MEMORANDUM FOR SEE DISRIBUTION

Subject: Standing Operating Procedures (SOP) for Real Property
Accountability References:

1. References:

a. AR 735-5, Policies and Procedures for Property Accountability
January 1998.

b. FM 101-5, Staff Organization and Operations, May 1997.

c. DA Pamphlet 420-6, Directorate of Public Works Resource
Management System, May 1997.

2. Purpose: To provide tenant units and other organizations guidance
on the procedures for reporting the loss or damage of real property
assets.

3. General: AR 735-5 outlines the procedures for reporting the loss,
damage or destruction of government property and outlines the
responsibilities of assigned hand receipt holders to enforce property
accountability. The Accountable Officer (AO) for all real property
assets in the 280th Base Support Battalion is the Director of Public
Works (DPW). IAW AR 735-5, each tenant unit and organization is
required to appoint a Responsible Officer (RO) whose duty is to ensure
the correct utilization of government real property. IAW FM 101-5, the
S-4 of tenant battalions is appointed as the real property RO. The DPW
recommends the duties of the RO be assigned to the commander or senior
officer of separate companies, platoons or detachments and the director
or manager of other tenant organizations.

4. Responsibilities:

a. Accountable Officer (AO):

(1) Officially appointed to maintain real property records for
all facilities within the 280th Base Support Battalion, Schweinfurt.

(2) Supervise the preparation, maintenance, and management of
the property document/voucher register.

AETV-WG-SME

Subject: Standing Operating Procedures (SOP) for Real Property
Accountability

(3) Assign facilities to tenant units and organizations. Conduct tri-annual and turnover inspections of all facilities to determine condition and verify the correct use of the facilities. Prepare and maintain inventory and condition reports for all facilities.

(4) Review, assign a survey number (voucher number) and sign report of surveys on real property damages and losses. Prepare the Estimated Cost of Damage (ECOD) for all reports of survey.

(5) Process work orders submitted by all tenant units and organizations to correct facility deficiencies and program requirements for resourcing. Plan and execute funded projects.

b. Responsible Officer (RO):

(1) Participate in the initial joint inspection of all facilities assigned to their respective unit or organization and sign the Inventory and Condition (I&C) report. The signature on this report indicates the RO's assumption of duties.

(2) Ensure assigned facilities are correctly used and in accordance with the functional description provided by the AO at the initial inspection. Report any changes or discrepancies in the functional use of facilities to the AO.

(3) Periodically inspect the assigned property to ensure facilities are being used in a manner that prevents unnecessary wear and tear while minimizing the potential for property damage or loss. Submit work orders (DA forms 4283) to the DPW to request the repair, upgrade or improvement of facilities as necessary. Paragraph 6 below briefly outlines the procedure for submitting work order requests.

(4) Document findings of incidents where assigned government real property has been damaged or lost using the standard report forms addressed in paragraph 5 below. This procedure is required to determine liability for the loss or damages to real property and to clear the RO from accountability.

(5) Notify the AO's designated real property specialist of a pending change of duty station and the transfer of duties. Participate in a joint inspection of assigned facilities with the next appointed RO and DPW to document condition and transfer of property accountability. IAW AR 735-5 the appointed RO will not be cleared of the assigned unit property hand receipt until the duties have been officially transferred to a new appointee.

5. Reporting Loss or Damage to Real Property: The RO must account for the loss or damage to real property using one of the following methods.

AETV-WG-SME

Subject: Standing Operating Procedures (SOP) for Real Property
Accountability

a. Statement of Charges/Cash Collection Voucher (DD form 362):
A DD Form 362 is used when a person admits liability for the damage or loss of a non-sensitive item and the amount of damage or loss does not exceed one month's base pay. Typical real property examples include the loss of keys/key cards or damages to facility components (doors, windows, etc) in barracks with admitted liability. The DPW will process DD form 362 IAW Chapter 12 of AR 735-5 when provided the information of the individual accepting liability. The RO assists by insuring the individual responsible reports to the DPW to sign the DD form 362. Once the form has been signed it is turned in to the finance system for deduction from the individual's pay.

b. Report of Survey (DA form 4697): A Report of Survey (ROS) documents the circumstances concerning the loss, damage or destruction of Government property. Paragraph 13-2 of AR 732-5 outlines when a ROS is required. Generally, a ROS is required for damages when there is no admitted liability or when the resulting cost of repairs exceeds one month's base pay. All Barracks and Housing Fires require a Report of Survey. The DPW housing manager initiates the ROS for any housing fires and units must initiate the ROS for any barracks fires. Other typical real property examples requiring a ROS include damages to maintenance bay doors, motorpool gates, fences and curbs. Reports of Surveys are processed in accordance with Section 1, Chapter 13, of AR 735-5 and the following steps:

Step 1: Following discovery of the loss or damage, the RO immediately notifies the DPW Real Property Section (DSN 354-6223) and provide the building or facility number and a description of the incident. The RO contacts the DPW Work Order Section (DSN 354-6342/6477) to request a Service Order (SO) for the an Estimated Cost of Damage (ECOD). The RO should also initiate a work order request (DA form 4283) for DPW to repair the damaged real property.

Step 2: The RO will evaluate the situation and determine the correct course of action. If liability cannot be determined or the estimated cost exceeds one month's base pay, the RO prepares a DA form 4697, Report of Survey. The DPW Real Property Office is available to provide additional guidance and assistance to the RO.

Step 3: The RO gathers as much information on the date and circumstances of the incident and completes the narrative the ROS in block 11.

Step 4: Upon receipt of the Estimated Cost of Damages (ECOD) from the DPW, the RO completes the ROS Form. The RO should hand carry the completed DA form 4697 with the ECOD as an attachment to the DPW Real Property Office (room 230, Bldg 251, DPW Compound). The DPW Real Property Specialist will assign a voucher number and the Director signs the ROS as Accountable Officer.

AETV-WG-SME

Subject: Standing Operating Procedures (SOP) for Real Property
Accountability

Step 5: The Real Property Specialist forwards the complete ROS package to the Director of Logistics (DOL) for processing.

Step 6: The DOL is responsible for assigning a surveying officer who will investigate the incident to determine liability for BSB activities. DOL will normally appoint the surveying officer from the unit or organization to which the facility is assigned. The DOL maintains a ROS log. The DOL assigns an External Control number and forward to tenant organization for action with a suspense date.

Step 7: Upon completion of the investigation, the surveying officer forwards the ROS with a detailed report of findings to the commander or director of the organization to which the facilities are assigned. The commander or director (LTC/GS 14) then makes the final decision on where financial liability is placed.

Step 8: A copy of the completed ROS must be sent to the DPW Real Property Office for posting to real property records. Following the completion of the report of survey, DPW performs the work submitted on the DA Form 4283 to repair the damaged real property.

6. Processing Work Order Requests (DA form 4283): The RO reviews and sign all manual/paper copies of DA Form 4283s submitted to the DPW. Work order requests document the need for property repair, alteration or modification and are submitted to the DPW Work Reception Office in Building 251. Minor maintenance issues resulting from fair wear and tear or insignificant damages are corrected through the use of an aggressive self-help program. The request must include a detailed description of the required work and a justification as to the what will occur if the work is not accomplished. If an online automated work request is submitted and requester is not the RO then the DPW will return the request via e-mail to the requester asking that they forward the request through their RO for validation and approval.

7. For further information, please contact Mr. James Crider, Real Property Specialist, 354-6223 or E-mail address Criderj@cmtymail.98asg.army.mil.



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