

UNITED STATES DEPARTMENT OF THE INTERIOR REPORT OF SURVEY	Page _____ of _____ <hr/> Report No. _____ <hr/> Date _____
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A. Originating Office and Telephone No. (include area code)	Accountable Office and Location
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The following items are: <i>(check one)</i> <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> Other <i>(specify)</i>	A statement of circumstances involving the identified property is attached. Signature of Accountable Officer: _____ Date: _____
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ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE <i>(See Reverse)</i>	ESTIMATED VALUE

B. To the best of my knowledge the attached statement(s) of circumstances are correct.

Signature of Cognizant Employee: _____	Date: _____	Signature of Custodial Officer: _____	Date: _____
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C. Board of Survey findings and determinations: A complete statement of Board findings and determinations is attached.

Signature of Board Chairperson: _____	Date: _____
Signature of Board Member: _____	Date: _____

D. Reviewing Authority: Approved Returned for technical insufficiency *(statement attached)*

Disagree with Board of Survey Findings and Determinations *(statement attached)*

Signature: _____	Date: _____
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E. Head of Bureau or Office: (required only for disagreement between Board and Reviewing Authority)

Statement of resolution: _____

Signature: _____	Date: _____
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F. CERTIFICATE OF DISPOSITION/DESTRUCTION

I certify that the Item(s) No _____ listed above have been destroyed, abandoned, or disposed of as directed by a Board of Survey.

Official Responsible for Disposition/Destruction:	Title: _____	Signature: _____	Date: _____
Witness Name (for Destruction only):	Title: _____	Signature: _____	Date: _____

G. Adjustment to property records (Property Official Signature):	Date Completed _____	Financial Official Signature (if Required):	Date Completed _____
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CONDITION CODES

- 1 = Unused—good
- 2 = Unused—fair
- 3 = Unused—poor
- 4 = Used—good
- 5 = Used—fair
- 6 = Used—poor
- 7 = Repairs required—good (less than 15% of Original Acquisition Cost (OAC) required).
- 8 = Repairs required—fair (16-40% of OAC required).
- 9 = Repairs required—poor (41-65% of OAC required).
- X = Salvage—Repair exceeds 65% of OAC, but parts have remaining value making cannibalization cost effective.
- S = Scrap—there is no remaining value except for basic material content.