



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-4704

January 3, 2007

## INSPECTOR GENERAL INSTRUCTION 4140.1

### PROPERTY MANAGEMENT PROGRAM

#### FOREWORD

This Instruction provides procedures and responsibilities for administering the property management program for the Department of Defense Office of Inspector General (DoD OIG) and is mandatory for use by all OIG components. It serves as the guide to implement and manage an effective and efficient program for the proper use and protection of OIG property.

Exceptions to the procedures contained in this Instruction are not authorized without prior approval of the Supply Management Division. The OIG components may issue supplementary instructions, as necessary, to provide for unique requirements.

This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

A handwritten signature in black ink, appearing to read "SD Wilson".

Stephen D. Wilson  
Assistant Inspector General for  
Administration and Management

12 Appendices - a/s

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## CHAPTER 1 GENERAL

A. **Purpose.** This Instruction establishes responsibilities, policies, and procedures for a Property Management Program at the OIG.

B. **References.** See Appendix A.

C. **Cancellation.** This Instruction cancels IGDM 4140.1, *Accountability Property Management Program*.

D. **Applicability.** This Instruction applies to the Offices of Inspector General; the Deputy Inspectors General; the Assistant Inspectors General; all OIG assigned staffs and offices, and, as appropriate, the Office of General Counsel. For purposes of this Instruction, these organizations are referred to collectively as the OIG components. It applies to all OIG civilian and military employees, including members of the Reserves and National Guard assigned to the OIG, hereafter referred to collectively as employees, and Government contractor employees and visitors using OIG property.

E. **Definitions.** See Appendix B.

F. **Acronyms.** See Appendix C.

G. **Policy**

1. It is the OIG policy to provide for the proper care, use, recording of, safeguarding, and accounting for Government property under the control of the OIG. All OIG owned and leased property shall be efficiently managed and effectively safeguarded from misuse, pilferage, or abuse and should be in operating condition. Property issued to an individual OIG employee does not become that employee's private property by act of issuance or possession, but remains Government property. Each employee is charged with the responsibility for the care, use, safeguarding, and accounting for this property. Except in emergencies threatening loss of life or property, or as may be authorized by legal authority, no employees shall use or permit any other person to use Government property for any purpose other than performance of work of the Government, and no employee shall appropriate for personal use, any article of Government property that has been ordered abandoned or destroyed. Supervisors may permit limited use of Government office equipment for an employee's personal needs if the use involves minimal additional expense to the Government, is performed on the employee's non work time, does not interfere with the OIG mission or operations, and does not violate the standards of ethical conduct for OIG employees.

2. It is the OIG policy to require specific accountability for (a) nonexpendable items with an initial acquisition cost of \$5,000 or greater; (b) pilferable items as identified by the Supply Management Division (SMD), (c) information technology/computer hardware; (d) capitalized software, (e) firearms; and (f) motor vehicles.

3. It is the OIG policy to adhere to the criminal code of the United States, which provides penalties for the theft, embezzlement, conversion of, or willful damage to Government property. Unauthorized or improper use of the OIG property could result in loss of use or limitations on use of the property, disciplinary or adverse actions, criminal penalties, and/or employees being held financially liable for the cost of improper use.

## **H. Responsibilities**

1. The **Inspector General** shall:

a. Designate, in writing the Assistant Inspector General for Administration and Management, (AIG-A&M), as the official responsible for:

(1) Administering the OIG Property Management Program.

(2) Approving each DD Form 200, *Financial Liability Investigation of Property Loss*, involving a loss of \$5,000 to \$10,000 (includes motor vehicles).

b. Designate, in writing the Deputy Inspectors General as the official responsible for:

(1) Approving each DD Form 200 involving a loss of \$10,000 or more and for the OIG firearms, regardless of value.

(2) Determining final disposition of the DD Form 200 when an OIG employee is held pecuniary liable for lost, stolen, or damaged property due to personal negligence, willful misconduct, or unauthorized use.

c. Designate, in writing the OIG Component Heads as the officials responsible for selecting and appointing Financial Liability Officers (FLOs) and Financial Liability Boards (FLBs). (See Appendix D.)

d. Review original and continuing requests for use of OIG owned and leased motor vehicles for transportation between place of residence and place of employment and forward through the Office of the Secretary of Defense (OSD) channels to the Secretary of Defense.

e. Promptly report to the Congress each initial request for transportation between place of residence and place of employment for circumstances authorized. Subsequent approvals may be consolidated and reported quarterly.

2. The **Deputy Inspectors General** shall:

- a. Approve each DD Form 200 involving a loss of \$99,999.99 and below (includes motor vehicles) and all firearms, regardless of value.
- b. Determine final disposition on each DD Form 200 when an individual OIG employee is held pecuniary liable for lost, stolen, or damaged property due to personal negligence, willful misconduct, or unauthorized use.

3. The **Assistant Inspector General for Administration and Management** shall:

- a. Direct, administer, and evaluate the effectiveness of the OIG Property Management Program to ensure compliance with the policies and procedures that govern the Program.
- b. Establish, maintain, and evaluate policies and procedures governing the management of the Defense Property Accountability System (DPAS) and the OIG accountable property inventory and records contained therein.
- c. Ensure OIG components are provided DPAS reports and other products necessary to carry out their property accountability responsibilities.
- d. Approve each DD Form 200 involving a loss of \$10,000 and below (includes motor vehicles).
- e. Approve interservice support agreements for motor vehicles and parking spaces.
- f. Select and appoint, in writing, FLOs and/or FLBs, when required, to establish the liability concerning lost, missing, or damaged accountable property. (See Appendices E and F.)

4. The **Deputy Inspector General for Investigations** shall:

- a. Be responsible for storage and distribution of all assigned firearms within the OIG.
- b. Be responsible for the investigation and reporting of the OIG firearms that are lost, damaged, or destroyed by employees.
- c. Select and appoint FLOs or FLBs, when required, to establish the facts concerning lost, missing, or damaged OIG firearms and prepare a DD Form 200.
- d. Provide a continuing training program for personnel responsible for the accountability of firearms.

5. Each **OIG Component Head** shall:

- a. Delegate authorities within their organizations as they deem fit to manage and safeguard their property holdings and, ensure effective, efficient property management, accountability, and control for all property under the control of their component.
- b. Appoint Accountable Property Officer(s) and Hand Receipt Holder(s) indicating responsibility for specific Hand Receipt Holder Areas and forward copies of the appointment letters to the SMD. (See Appendix G.) (Note: The Accountable Property Officer and the Hand Receipt Holder may be the same person if it is determined that span of control is sufficient to effectively administer the program.)
- c. Ensure that designated Hand Receipt Holder areas generally coincide with established organizational divisions or units to maximize property accountability and include an appropriate span of control.
- d. Relieve Accountable Property Officers and Hand Receipt Holders of their liability only when their accounts are reconciled and a new account holder is appointed and signs for receipt of the designated accountable property.
- e. Ensure that each Accountable Property Officer maintains property documentation (for receipt, issue, turn-in, or transfer) to support individual postings to the DPAS; that the documentation is reconciled annually to DPAS; and, that the SMD, is informed of discrepancies.
- f. Select and appoint, in writing, FLOs and/or FLBs, when required, to establish the liability concerning lost, missing, or damaged accountable property.
- g. Approve each DD Form 200 involving a loss of \$4,999 or less (excluding firearms and motor vehicles) and investigate motor vehicle accidents in accordance with Chapter 7.
- h. Include controls over accountable property as an assessable item in the component's annual statement of assurance.
- i. Where Government motor vehicles are assigned, designate, in writing, an OIG component Motor Vehicle Control Officer. (See Appendix H.)
- j. Approve motor vehicle requirements and provide authorization documents.
- k. Review original and continuing requests for transportation between place of residence and place of employment and forward to the Inspector General (IG) through the AIG-A&M.
- l. Promptly report to the IG each initial and supplemental approved request for transportation between place of residence and place of employment. Subsequent approvals may be consolidated and reported quarterly.



m. Maintain records for approved transportation between place of residence and place of employment, and of all official Government license plates in use on OIG owned motor vehicles (including confidential State plates).

n. Annually review motor vehicle utilization standards and approve modifications and modernization to OIG owned and leased motor vehicles.

6. The **Office of General Counsel** shall:

a. Provide legal advice, as necessary, on all DD Forms 200.

b. Act as a legal advisor to FLOs and FLBs.

7. The **Administration and Logistics Services Directorate (ALSD)** shall:

a. Review and make approval/disapproval recommendations for DD Forms 200 received from OIG Component Heads and return disapproved reports to the appropriate Accountable Property Officer.

b. Report on the effectiveness of controls over the OIG property in the Annual Statement of Internal Control Assurance to the AIG-A&M.

c. Direct and administer the physical inventories on all accountable property every 3 years.

d. Conduct unannounced reviews (or random samplings) of the OIG component property management records to test the effectiveness of internal controls, particularly inventory adjustment controls.

e. Control system access to the DPAS within the OIG.

8. The **Information Systems Directorate (ISD)** shall:

a. Deploy new official versions of DPAS.

b. Coordinate with the SMD regarding disposal of information technology/ computer hardware; i.e., redistribution within the DoD or donation in accordance with existing DoD directives.

c. Correspond with original software vendors to obtain consent for redistribution of software.

d. When processing accountable equipment for warranty exchange with the vendor, ensure that the shipment and subsequent receipt of the replacement are processed through the SMD.

e. Maintain an inventory of approved/licensed software.

f. Coordinate with the SMD to ensure capitalized software is accounted for in DPAS.

9. The **Comptroller** shall coordinate with financial institutions for the collection of payment by individuals held financially liable for the loss, damage, or destruction of Government property based on a DD Form 200 documenting personal negligence, willful misconduct, or unauthorized use.

10. The **Office of Security** shall:

a. Advise the Information Systems Directorate (ISD) on the proper disposal of hardware or software that has been exposed to classified material or software that provides security protection to computer hardware that processes classified information.

b. Issue separate guidance on management, control, and disposal of equipment/software used to process classified data.

11. The **Supply Management Division Property Manager** shall:

a. Establish and administer the DPAS at the OIG for all accountable property, to include Configuration Control Board membership, system acceptance testing, system access control, accountable property record maintenance, and report processing.

b. Assign and affix barcode labels to accountable property received for issuance to OIG components within the National Capital Region; provide barcode labels to field elements for accountable property shipped directly to the field elements; and, promptly record accountable property receipts in the DPAS.

c. Schedule, coordinate, and direct the triennial physical inventory of accountable property and the annual Accountable Property Officer/Hand Receipt Holder reconciliation.

d. Provide Accountable Property Officers with reports and other necessary products from DPAS to maintain accurate inventories and conduct annual reconciliations.

e. Review each DD Form 200 initiated by OIG components that requires the AIG-A&M or higher signature, recommend actions that will assist in the approval or disapproval process, and process approved DD Forms 200.

f. Update accountable property records in the DPAS and provide a copy of the approved inventory adjustment record to the Accountable Property Officer(s)/Hand Receipt Holder(s).

- g. Coordinate action necessary to dispose of damaged unserviceable property.
- h. Maintain a central file and control register (IG Form 4140.1-3, Figure 6-1 of all DD Forms 200 and inventory adjustments.
- i. Assist OIG component Accountable Property Officers/Hand Receipt Holders on inventory management matters, including property receipts, turn-ins, transfers, annual reconciliations, and processing of DD Forms 200.
- j. Provide training to the OIG component Accountable Property Officers, Hand Receipt Holders, and other representatives, as required, to ensure familiarity with DPAS
- k. Report the OIG firearms and all lost, stolen, or unaccounted for firearms to the DoD Central Weapons Registry.
- l. Report the OIG information technology/computer hardware designated as excess, and available for disposal, redistribution, transfer, and/or donation. The property turn in process is done through the electronic Defense Automated Requisition Tracking System (eDARTS) by SMD personnel.
- m. Report motor vehicle accidents involving possible claims against the U.S. Government to the U.S. Army Claims Service, Fort Meade, Maryland.

**12. Each Accountable Property Officer shall:**

- a. Be accountable for the property issued to or stored within his or her designated area, to include identifying and supervising subordinate Hand Receipt Holders, defining subordinate Hand Receipt Holder areas, and establishing the necessary controls for property accountability.
- b. Certify that required inventories of accountable property are conducted and completed. Assist the SMD in conducting the triennial accountable property physical inventory.
- c. Certify that the annual reconciliation of Hand Receipt Holder areas has been conducted and completed.
- d. Ensure Hand Receipt Holders are trained and have current records for property under their control.
- e. Maintain continued awareness of accountable property locations and user identities to ensure that property is accorded proper care and protection and is authorized only for official purposes.
- f. Identify and report excess, unserviceable, damaged, or destroyed property to the SMD.

g. Review and certify all documentation for the receipt or turn-in of accountable property within the Hand Receipt Holder area. Forward a copy of the documents to the SMD.

h. Review and certify all documentation for the transfer of accountable property to another Hand Receipt Holder area and account. Coordinate the transfer with the Accountable Property Officer of the receiving Hand Receipt Holder area. Forward a copy of the documents to the SMD.

i. Obtain a release from property accountability responsibilities from the appropriate appointing authority before leaving the OIG employment or upon reassignment outside the Hand Receipt Holder area.

j. Relieve Hand Receipt Holders of their liability only when their accounts are reconciled and a new account holder is appointed and signs for receipt of the designated accountable property. Forward the signed receipt of the designated accountable property to the SMD Property Manager.

k. Ensure departing employees complete the OIG Accountable Property Officer/Hand Receipt Holder section of the IG Form 1400.296, *Office of Inspector General Personnel Checkout Sheet* (Figure 1-1). Note: This process is not required by employees at the OIG field offices if they are not required to clear through the OIG Headquarters in Arlington, Virginia.

l. Perform preliminary investigations for lost, damaged, or destroyed property and complete the DD Form 200, as appropriate.

m. Report lost, damaged, or destroyed firearms; motor vehicle accidents; and stolen, damaged, or destroyed motor vehicles to the SMD.

n. Appoint an individual as the Hand Receipt Holder and alternate Hand Receipt Holder under one inventory account. A Hand Receipt Holder and the alternate shall not be appointed to more than one inventory account as the responsible individual/s.

13. Each **Hand Receipt Holder or Alternate** shall:

a. Provide adequate protection and storage for property resources and maintain current hand receipt records for all accountable OIG property assigned to his or her area.

b. Perform the annual physical inventory and reconciliation of accountable property within his or her area, in conjunction with the Accountable Property Officer.

c. Prepare IG Form 4140.1-1, *Accountable Property Inventory Discrepancies Report*, (Figure 5-1), for discrepancies involving lost, missing, or damaged property within his or her area and forward the reports to the Accountable Property Officer for approval.

d. Report lost damaged, stolen, excess, or unserviceable property to the Accountable Property Officer for disposition.

e. Coordinate with the SMD to ensure the DPAS is kept current for all property transactions within his or her Hand Receipt Holder area.

f. Continually survey property to determine whether it is operable or excess. Notify local management and the Accountable Property Officer of any excess property or property whose useful life has been expended so that a final determination can be made. Notification is to be processed through the "On-Line Accountable Property Turn-in" form, located on the OIG Intranet under "Supply."

g. Prepare and provide the Accountable Property Officer with a signed copy of the transfer document for property transferred to another account.

h. Provide a signed copy of the receipt or transfer form to the Accountable Property Officer when property is received in the Hand Receipt Holder area.

i. Retain copies of property actions (i.e., issue, turn-in, transfer, and inventory adjustment transactions).

j. Maintain continual awareness to ensure that property is accorded proper care and protection and is used only for official purposes.

k. Be subject to financial liability if, through his or her negligence, willful misconduct, or unauthorized use, property was lost, stolen, damaged, or destroyed.

14. The **FLOs and FLBs** shall conduct detailed and impartial investigations for lost, damaged, or destroyed OIG accountable property.

15. Each **Motor Vehicle Control Officer** shall:

a. Receive OIG leased vehicles.

b. Turn in OIG owned and leased motor vehicles.

c. Ensure OIG owned and leased motor vehicles are properly managed.

d. Consolidate use data on organizational component motor vehicles.

e. Ensure motor vehicle warranties are used to reduce maintenance costs.

f. Ensure scheduled inspections and service on all OIG owned and leased motor vehicles.

g. Establish administrative controls within the OIG component to ensure protection and accountability of vehicle credit cards.

h. Encourage the use of portable hands-free accessory and/or hands-free car kits for wireless telephones in DoD-owned and leased motor vehicles.

i. Educate employees on driving safely while using wireless telephones.

16. The **OIG Employees (to include Government Contract Employees and Visitors using the OIG property)** shall:

a. Be responsible for the proper use, care, and protection of the OIG property, particularly property in their custody. Ensure the OIG property, including motor vehicles, is used only for official Government business.

b. Obtain approval from the Accountable Property Officer before transferring property to an individual within or outside the assigned Hand Receipt Holder area.

c. Possess a properly processed and approved Optional Form 7, IG Form 4140.1-2 or other applicable form for OIG property (e.g., personal computers) in their custody while away from their official duty site.

d. Promptly report loss, theft or damage to any OIG owned information technology equipment to the appropriate Accountable Property Officer.

e. Report lost, damaged, or destroyed firearms to the Accountable Property Officer.

f. Comply with this Instruction and all other applicable regulations, including Federal, state, and local laws, pertaining to the proper, safe, and efficient operation of OIG owned and leased motor vehicles.

g. Prepare IG Form 4140.1-7, *Vehicle Log* (see Figure 7-1), whenever an OIG owned and leased motor vehicle is driven.

h. Promptly report all accidents, damage, or theft occurring while having custody of or operating an OIG owned and leased motor vehicle to the proper authorities and his or her supervisor, and complete all required reports.

i. Promptly report to his or her supervisor all traffic and parking citations received while driving an OIG owned and leased motor vehicle.

j. Promptly report suspension or revocation of his or her state motor vehicle operator license to his or her supervisor if he or she operates OIG owned and leased motor vehicles.

k. Promptly report any change in personal physical condition to his or her supervisor that may adversely affect his or her ability to operate a motor vehicle if he or she operates OIG owned and leased motor vehicles.

l. Use self-service pumps and service stations that accept vehicle credit cards to purchase the most economical fuel for OIG owned and leased motor vehicles.

m. Be held pecuniary liable for up to 1 month's pay (or one-twelfth annual pay for civilian employees) for lost, damaged, or destroyed property, when an investigation determines that there has been negligence, willful misconduct, or unauthorized use on the part of the employee. Employee rights and appeal procedures are detailed in Chapter 6.

## CHAPTER 2 THE DEFENSE PROPERTY ACCOUNTABILITY SYSTEM

- A. General.** This chapter prescribes procedures for the use of the Defense Property Accountability System (DPAS) by the OIG for maintaining property accountability records for selected equipment, such as information technology/computer-related equipment, firearms, and vehicles.
- B. Accountability System.** The DoD has identified the DPAS as the system to be used by all Military Services and Defense Agencies in managing accountable property. The DPAS is an on-line, interactive system using a relational database with some batch processing for recurring reports. The system is centrally managed in a shared resource environment, operating at the computer mega center, Wright Patterson Air Force Base, Dayton, Ohio. The DPAS provides the property officer with an automated means of accounting for and reporting assets. The system has the capability to compute depreciation and, through the use of barcodes, support accounting for assets and provide an automated means of conducting inventories.
- C. Defense Property Accountability System Administration.** The SMD is the designated DPAS administrator and manager, for the OIG. System administration and management responsibilities shall include configuration control board membership, system change acceptance testing, accountable property records maintenance, hand receipt holder account maintenance, and system access control.
- D. Defense Property Accountability System Access.** The SMD, controls access to the system. The Chief, SMD and DPAS system Administrator approves all requests for access to the system. To maintain system integrity, system access for individuals assigned outside the OIG will be limited to inquiry and reports processing. Requests for access shall be submitted on a DD Form 2875, *System Authorization Access Request (SAAR)* (Figure 2-1), through the OIG component's Accountable Property Officer or from the OIG Component Head to the Chief, SMD.
- E. Training.** The SMD shall provide initial and system change training for employees who are granted access into the DPAS. Training shall be completed as soon as possible within 2 weeks after access to the system is granted and individual computers have been reconfigured for DPAS by the ISD.



### CHAPTER 3 FIREARMS

**A. General.** This chapter provides procedures for the control and management of OIG firearms.

**B. Exclusions.** This chapter does not apply to authorized personally owned firearms.

**C. Responsibilities**

1. The DIG-INV shall appoint a primary and alternate Accountable Property Officer for Firearms (APOF).

2. The DIG-INV shall identify, in writing, individuals authorized to carry and use Government issued firearms.

**D. Procedures**

1. **Accountability.** Firearms shall be maintained on the DPAS and accounted for by description, manufacturer, serial number, location, and other pertinent indicative data as deemed appropriate to ensure 100 percent accountability.

a. The SMD shall maintain DPAS accountable firearm records using documentation provided by the APOF.

b. The APOF shall individually document each receipt, issue, turn-in, transfer, or shipment of a firearm on IG Form 4140.1-8, *Firearms Accountable Property Transaction* (Figure 3-1), and provide a copy of the completed form to the SMD. This can also be accomplished by providing SMD with an email requesting the transfer of the weapon from one person to another or from one location to another.

c. Completed copies of the IG Form 4140.1-8 shall be retained by the APOF, individual Accountable Property Officers/Hand Receipt Holders, and the SMD. The completed IG Forms 4140.1-8 will be used to provide an audit trail when performing the quarterly serial number inventories and the yearly physical inventory.

2. **Issuance**

a. Firearms shall only be issued to authorized individuals approved by the DIG-INV.

b. Firearms shall be issued using IG Form 4140.1-8.

c. Firearms issued to individuals in field locations shall be mailed via registered United States Postal Service (USPS), return receipt requested, or via Federal Express (FedEx). Shipping containers will provide adequate protection and will not indicate the contents. The APOF, or designated representative, will prepare an IG Form 4140.1-8, retain a copy in suspense, and enclose a copy with the firearm in the shipping container. The suspense copy will reflect the USPS registration or the FedEx tracking number.

d. Upon receipt at the field location, the Accountable Property Officer/Hand Receipt Holder will verify manufacturer, model, and serial number, and will issue the firearm to the authorized individual. Signed copies of the IG Form 4140.1-8 shall be mailed or faxed back to the APOF.

e. The Accountable Property Officer/Hand Receipt Holder will retain a copy of the IG Form 4140.1-8 in the hand receipt folder.

3. **Transfers.** Firearms shall not be reissued, loaned, or reassigned without the approval of the APOF and/or designee. When transfers are approved, the APOF or the field office Accountable Property Officer will initiate the transfer using IG Form 4140.1-8 as follows:

a. Transfers between individuals within the same Hand Receipt Holder Area/Account will be made using IG Form 4140.1-8 with both the losing and gaining individuals' signatures. DPAS processing shall be performed upon receipt of signed IG Form 4140.1-8 or by email requesting the change.

b. Transfers from one Hand Receipt Holder Account to a different account will be made using IG Form 4140.1-8 with both the losing and gaining individuals' signatures. If the same individual is retaining the firearm, only that individual's signature is required. The losing and gaining Accountable Property Officer/Hand Receipt Holder shall also sign the IG Form 4140.1-8.

c. If a shipment is involved in the transfer, procedures in paragraph 3.D.2.c shall be followed.

4. **Turn-ins.** Excess or damaged firearms shall be approved by and turned in to the APOF and/or designee. Upon approval, the turn-in shall be processed as follows:

a. In the National Capital Region (NCR), the Accountable Property Officer/Hand Receipt Holder shall initiate Form 4140.1-8 transferring the accountability of the firearm from their account to the APOF account. The firearm shall be hand carried to the APOF who will verify the manufacturer, model, and serial number of the firearm and sign the IG Form 4140.1-8.

b. For field activities outside the NCR, the Accountable Property Officer/Hand Receipt Holder will prepare the firearm for shipment initiating IG Form 4140.1-8.

c. Field activities located in foreign countries must ensure firearms are mailed only through the U.S. postal/military mailing system. A suspense copy will be retained annotating the USPS registration tracking number, and a duplicate will be enclosed in the shipping container. The receiving APOF will verify manufacturer, model, and serial number, sign the IG Form 4140.1-8, and mail or fax the signed form back to the Accountable Property Officer/Hand Receipt Holder. Completed copies will be retained as outlined in paragraph 3.D.1.c

5. **Repairs.** Firearms will not be sent for repair without approval of the APOF and/or designee. The individual assigned a firearm shall ensure that receipts for transferring the firearm to the repair activity or the DIG-INV representative are signed by those individuals. A copy of the receipt shall be provided to the Accountable Property Officer/Hand Receipt Holder and/or the APOF, as applicable, and retained with a copy of the IG Form 4140.1-8 for that firearm. When the firearm is returned, the assigned individual shall verify the serial number of the firearm, whether the repairs were satisfactorily completed, and shall notify the Accountable Property Officer/Hand Receipt Holder or the APOF that the firearm is repaired and is again in his or her custody.

#### **6. Employee Transfers and Departures**

a. Transfers. When an employee transfers within the OIG, and the new position requires possession of a firearm, the employee shall retain possession of his or her assigned firearm.

(1) For transfers within the same property Hand Receipt Holder area, procedures in paragraph 3.D.3.a (1) will be used to record the transfer.

(2) For transfers to a different account outside the Hand Receipt Holder Area, the procedures in paragraph 3.D.3.b will be used to record the transfer.

(3) If the new position is in a different location and the firearm is not hand carried, it shall be mailed to the new duty station in accordance with paragraph 3.D.2.c

b. Departures. When an OIG, employee terminates employment, the APOF or the Accountable Property Officer/Hand Receipt Holder shall recover the OIG firearm and complete an IG Form 4140.1-8. The APOF will determine the disposition of the firearm and take appropriate action as outlined in the preceding paragraphs.

#### **7. Physical Inventory Controls**

a. The APOF and/or designee shall conduct the following required physical inventories in accordance with references (a), (b) and (c):

(1) A 100 percent physical count shall be taken or verified monthly.

(2) A 100 percent quarterly count by serial number.

b. A physical inventory shall also be conducted in the following instances:

(1) When a loss occurs.

(2) On a change of the APOF and/or designee. (If the terms of the outgoing and newly appointed APOFs do not overlap, the DIG-INV shall formally appoint a temporary APOF.)

(3) The newly assigned and outgoing APOF will perform a joint physical inventory of firearms and a review of individual hand receipts and firearm transactions (IG Form 4140.1-8). The results of the inventory and review will be matched against a current copy of the DPAS generated Hand Receipt Account. Discrepancies will be annotated on IG Form 4140.1-1 (Figure 5-1)

c. The OIG will review the IG Form 4140.1-1 and research each discrepancy using copies of IG Form 4140.1-8 and the DPAS history files as a source of reconciliation. Unresolved discrepancies will be reported back to the APOF for action.

d. The outgoing APOF will process a DD Form 200, *Financial Liability Investigation of Property Loss* (Figure 3-2), for discrepancies that cannot be resolved.

e. Once the joint review is complete and discrepancies resolved, the newly appointed APOF shall sign the DPAS Hand Receipt Account.

f. Copies of the signed DPAS Hand Receipt Account will be retained by the outgoing APOF as proof of release of liability. The newly appointed APOF and the SMD, will also retain copies.

g. The OIG shall accomplish the following physical inventory controls:

(1) Maintain and control a registry of firearm serial numbers in active and inactive files in the DPAS.

(2) Report the OIG firearms, regardless of origin, that are accounted for in the DPAS, to the DoD Central Weapons Registry that provides a central repository of firearm serial numbers, to include those on hand, in transit, lost, stolen, demilitarized, or shipped outside the control of the DoD. Automatic firearms shall be reported on a priority basis.

**8. Lost, Damaged, or Destroyed Firearms.** Lost, damaged, or destroyed firearms shall be handled as follows:

a. The employee shall immediately notify the APOF and/or designee and his or her immediate supervisor when a firearm is lost, stolen, or damaged.

b. The APOF and/or designee shall immediately notify the DIG-INV.

c. The DIG-INV shall notify the SMD as soon as possible but not later than 24 hours after the reported incident.

d. The APOF and/or designee shall initiate a DD Form 200 and the report shall be forwarded to the DIG-INV.

e. The DIG-INV shall appoint a Financial Liability Officer (FLO) or a Financial Liability Board (FLB).

f. The SMD shall notify the DoD Central Weapons Registry within 72 hours of the confirmed loss, theft, or recovery.

g. The FLO or FLB shall (1) conduct a thorough investigation to determine the circumstances surrounding the loss, theft, or damage to fix responsibility as appropriate and (2) forward the report to the DIG-INV.

h. The DIG-INV shall review the findings and recommendations of the FLO or FLB and concur with the recommendations or make new recommendations.

i. The DIG-INV shall forward the DD Form 200 to the OIG for review and forward any follow-on report to the DoD Central Weapons Registry.

j. The SMD shall forward the DD Form 200 through the AIG-A&M, to the DIG-INV, who shall approve all DD Forms 200 for firearms.

k. Physical inventory adjustments (gains and losses) of firearms shall be subject to causative research and investigation, as required by references (a) and (c). Before a loss can be attributed to an inventory or accountability discrepancy, it must be determined through investigation that the loss was not the result of theft or misappropriation, as defined in reference (d).

l. Damaged firearms will be processed as outlined in paragraph 3.D.5

## **9. Reporting Requirements**

a. Significant Incident Reporting. The DIG-INV shall report significant incidents of confirmed theft, loss, or unaccounted for firearms in accordance with references (a), (b), (c), and d. Significant incidents shall be reported by telephone, facsimile, or electronic message as soon as possible but not later than 72 hours after occurrence or discovery.

(1) Theft of the following firearms shall be considered significant:

(a) One or more machine guns.

(b) One or more automatic fire weapons.

(c) One or more manually operated or semi-automatic weapons (includes revolvers and semi-automatic pistols).

(2) Also reportable are:

(a) Theft of 5,000 or more rounds of ammunition smaller than 40mm (or 20,000 rounds of .38 caliber), five rounds or more of 40mm and larger.

(b) Armed robberies and attempted armed robberies.

(c) Evidence of terrorist involvement.

(d) Incidents that cause significant news coverage or appear to have the potential to cause such coverage.

(e) Evidence of trafficking, such as bartering of narcotics or any other thing of value, to include transporting firearms and/or ammunition across international borders, regardless of the quantity involved.

b. The DIG-INV shall report to:

(1) The Director, Defense Security Programs, Office of the Deputy Assistant Secretary of Defense (Counterintelligence and Security Countermeasures) (ODASD(CI&SCM)), Office of the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence) (OASD(C<sup>3</sup>I)). Final disposition of investigative action must also be transmitted.

(2) Bureau of Alcohol, Tobacco, and Firearms (BATF), Intelligence Division, BATF Headquarters, Department of the Treasury, Washington, DC 20226. Liaison shall also be maintained with the BATF office in the area where the theft occurred.

(3) The information requested by BATF is outlined in ATF Form 3270.19, *Bureau of Alcohol, Tobacco, and Firearms Munitions Loss Worksheet*, (Figure 3-3).

(4) Occurrences outside the United States shall also be reported to the Intelligence Division of the BATF.

c. Other Reporting Requirements

(1) The OIG shall report incidents to the DoD Central Weapons Registry within 72 hours of the confirmed loss, theft, or recovery after notification from the DIG-INV.

(2) The DIG-INV shall report incidents to:

(a) The National Crime Information Center (NCIC) promptly upon discovery of a confirmed loss, theft, or recovery.

(b) The Federal Bureau of Investigation (FBI) office and local police in the area where the confirmed loss or theft occurred.

(c) The Director, Defense Security Programs, ODASD(CI&SCM), OASD(C<sup>3</sup>I). The DIG-INV shall also provide the Director, Defense Security Programs, with trend analysis and threat assessment studies to identify necessary remedial actions to reduce theft.

d. Required Records. The APOF shall prepare and maintain the following records and forward a copy to the OIG, for all incidents of thefts, losses, and recoveries of firearms:

(1) A summary of the circumstances in each instance.

(2) Dates and locations.

(3) A statement on the loss or recovery based on the investigation, such as inventory, theft, in-transit, training, operational, or other. Records shall reflect the final disposition of investigative action, including recoveries and disciplinary action, as appropriate.

## 10. Training

a. The APOF and/or designee shall establish a continuing training program for those personnel responsible for the accountability of firearms. The training program shall be designed to provide instruction for the preparation of written reports surrounding the discovery of loss, suspected theft, or theft; inventory and accountability procedures; and indoctrination of personnel in the principles, criteria, and procedures for accountability and inventory, including disciplinary actions against individuals responsible for violating security requirements.

b. The APOF shall ensure that, at a minimum, yearly refresher briefings are given to personnel responsible for the control and safeguarding of firearms.

11. **Liability.** Employees responsible for the OIG firearms are personally liable for reimbursing the Government for loss, damage, or destruction of Government property resulting from their negligence, willful misconduct, or deliberate unauthorized use

12. **Records Retention.** Inventory records shall be maintained for a minimum of 2 years for inventories that do not reflect discrepancies and 4 years for records that do reflect discrepancies, in accordance with reference (e).

**CHAPTER 4**  
**RECEIPT, ISSUE, TRANSFER, LOAN, AND TURN-IN PROCEDURES**

**A. General.** This chapter prescribes procedures for receiving, issuing, transferring, and turning in OIG accountable property.

**B. Transfer of Property**

1. Transfer of property within each OIG component is authorized provided the Hand Receipt Holder is aware of the transaction and notifies the Accountable Property Officer. The Accountable Property Officer is responsible for ensuring applicable hand receipt accounts are updated.

2. Transfer between the OIG components is not authorized without the approval of the receiving and transferring Accountable Property Officers and then only when proper documentation is processed.

**C. Receipts, Issues, Transfers, Loans, and Turn-Ins**

1. Within the NCR

a. Receipts

(1) On receiving a shipment from the transportation carrier, the receiver shall make a careful inspection and check the quantity and condition of the property received. An accurate record shall be made and kept of any discrepancies between the data shown on the covering bill of lading or other transportation document, and the quantity and condition of property actually received. Items that require technical identification or inspection should be examined where possible, by the receiving individual in conjunction with a technically qualified individual. In the event an inspection of the shipment reveals overages, shortages, visible damage, or other discrepancies in the quantity and condition of property received as compared with that shown on the covering bill of lading or other transportation document, the receiver shall:

(a) Ensure that an appropriate notation is made on the covering bill of lading or other transportation document and that the consignee and the transportation carrier's representative sign it.

(b) Document and report these discrepancies to the contracting office.

(2) Acceptance of personal property and supplies is an act of an authorized agency to the Government by which he or she agrees the personal property or supplies submitted by a contractor conform to all requirements of the contract or purchase order, including quality, quantity, and condition. The SMD, shall assign and affix bar code labels to all accountable



property received from vendors or other sources. Separate components of a system will be individually marked or labeled to the extent possible. The SMD, shall enter accountable property into DPAS promptly after its receipt and acceptance by the SMD and before issuance to an OIG component Accountable Property Officer.

(3) If property is received directly in the Hand Receipt Holder Area from a vendor/vendor shipping agent, the Accountable Property Officer/Hand Receipt Holder will act as the receiving agent and shall sign the appropriate receiving document at the time of delivery. At that time, the Accountable Property Officer/Hand Receipt Holder will prepare an IG Form 4140.1-2, *Accountable Property Transaction Document* (Figure 4-1), for the property acknowledging issue to his or her Hand Receipt Account. A copy of IG Form 4140.1-2 and the receiving document will be provided to the SMD, within 2 days of receipt.

b. Transfers and Loans. Transfer or loan of property between Hand Receipt Holder Areas shall be accomplished using IG Form 4140.1-2. The losing and gaining Accountable Property Officer/Hand Receipt Holder shall sign the IG Form 4140.1-2 and forward a copy of the document to the SMD. Transfer or loan of property to other Government activities shall be done through the “turn-in” process, and the SMD, shall prepare the necessary documents to effect the transfer. Email notices to Property Management are not accepted as transfer documentation.

c. Issuance. All issuance of property will be recorded on IG Form 4140.1-2. The signed IG Form 4140.1-2 is to be forwarded to Property Management Branch (PMB) for processing the transaction in DPAS.

d. Turn-Ins. The Accountable Property Officer/Hand Receipt Holder shall process requests for turn-in of damaged or excess property using the Intranet excess turn-in form or IG Form 4140.1-2. Property, with the exception of computer equipment and equipment used in the processing of classified information, shall be picked up by the SMD, in approximately 15 workdays from request and placed in the OIG warehouse pending final disposition.

(1) The ISD will determine the disposition of information technology/computer equipment. Accordingly, information technology/computer equipment shall remain in place until the ISD has approved the equipment for turn-in and has removed the hard drive.

(2) If the ISD determines the equipment is required for use within the OIG, the Accountable Property Officer/Hand Receipt Holder will prepare IG Form 4140.1-2 for transfer of the property to the ISD and will coordinate and obtain a signature from the ISD Accountable Property Officer/Hand Receipt Holder. A copy of the IG Form 4140.1-2 shall be provided to the SMD. The ISD shall comply with procedures prescribed in paragraph 4.C.1.b when reissuing the equipment.

(3) Equipment used to process classified information must be properly sanitized and approved for turn-in through the Security Office. The Accountable Property Officer/Hand Receipt Holder or the Security Office will affix a label to the equipment certifying that it has been declassified/sanitized.

(4) Requests for information technology/computer equipment donations to schools or other non-profit organizations shall be forwarded to the SMD, using the Intranet excess turn-in form or IG Form 4140.1-2. In addition to the item identification, serial number, and bar code number, the comment block must include the full name and address of the school/organization, telephone number, name of the point of contact, and the IRS tax-exempt identification number.

(a) Donations are approved by the ISD, and the central processing unit hard drives will be scheduled for removal at that time.

(b) A DD form 1149 must be completed by the property officer of the donating office and a signed copy must be provided to SMD after the transfer is complete..

## 2. Outside the NCR

### a. Receipts

(1) The Accountable Property Officer or Hand Receipt Holder is the point of contact for property received at the activity. On receiving a shipment from the transportation carrier, the receiver shall make a careful inspection and check the quantity and condition of the property received. An accurate record shall be made and kept of any discrepancies between the data shown on the covering bill of lading or other transportation document, and the quantity and condition of property actually received. Items that require technical identification or inspection should be examined where possible by the receiving individual in conjunction with a technically qualified individual.

(2) Within 2 working days of receiving accountable property, the Accountable Property Officer or Hand Receipt Holder shall forward a signed original receiving document and IG Form 4140.1-2 to the SMD. Barcodes shall be provided to the field location once the documentation is received and the property is recorded in the DPAS. Application of the barcode to the assigned serialized piece of equipment is essential. The Accountable Property Officer/Hand Receipt Holder shall maintain file copies of receiving documents for a period of 2 years from the date of issue or 2 years after discontinuance or transfer of property.

b. Transfers. The transfer of excess OIG property to other Government agencies shall be processed on a DD Form 1149, *Requisition and Invoice/Shipping Document*, (Figure 4-2), as follows:

(1) Non-Accountable Property. The field location supervisor, in coordination with the applicable OIG staff will make the determination to excess assets. If the asset(s) is needed by another Government agency, the transfer will be accomplished as outlined in paragraph 4.C.2.b. If the asset(s) is not needed, follow the turn-in procedures in paragraph 4.C.2.c.

(2) Accountable Property. Accountable property excesses will be reported to the SMD, using either the Intranet excess turn-in form or IG Form 4140.1-2. Finalized disposition instructions will be forwarded to the field office Accountable Property Officer/Hand Receipt Holder for appropriate action. A representative of the receiving agency will sign Block 19 of the

DD Form 1149, and the Accountable Property Officer/Hand Receipt Holder will sign Block 10. Completed copies of the DD Form 1149 will be faxed or mailed to the SMD, and a copy will be retained in the hand receipt account folder. The OIG barcode will be removed at the time of transfer.

(3) Requests for donation of information technology/computer equipment to schools or other non-profit organizations must contain the information outlined in paragraph 4.C.1.d.(4).

c. Turn-Ins. Approved turn-ins will be processed to the nearest Defense Reutilization Marketing Office (DRMO) using DD Form 1348-1A, *Issue Release/Receipt Document* (Figure 4-3). The ISD shall approve all information technology equipment turn-ins. The ISD shall determine the disposition of information technology turn-ins and shall comply with established procedures to transfer the equipment within the OIG or final excess procedures.

(1) Non-Accountable Property. This property is not accounted for by barcode or serial number; therefore, multiple quantities of similar items may be turned in with a single DD Form 1348-1A (e.g., 6 desks, 4 chairs, and 2 filing cabinets).

(2) Accountable Property. A single DD Form 1348-1A shall be used for each piece of accountable property being turned in. In addition to the information required by the servicing DRMO, Block 27, Additional Data, will include the OIG, barcode number and the serial number of the asset. Completed copies of the DD Form 1348-1A, signed by an authorized DRMO representative, will be forwarded to the SMD, and a copy retained in the hand receipt folder. The OIG barcode will be removed from the property at the time of turn-in.

(3) Equipment used to process classified information must be sanitized and turned in according to instructions provided by the Security Office.

(4) Before turn in, security containers shall have the combinations changed to the factory assigned combination of 50-25-50.

(5) Requests for disposition of specialized investigative technical equipment shall be submitted to the appropriate DIG-INV office for instructions.

**D. Seized Property.** No OIG component, manager, or employee is authorized to accept seized property of any kind without the approval of the DIG-INV. Requests for approval to accept seized property shall be submitted with full justification, to include circumstances surrounding the seizure, through the component supervisory chain of command to the Accountable Property Officer. The Accountable Property Officer shall forward the request for approval to accept seized property to the DIG-INV.

**E. Hand Receipt Account Records.** As a minimum, Accountable Property Officers/Hand Receipt Holders will maintain a current copy of their DPAS Hand Receipt Report and copies of all receipt, issue, transfer, turn-in, and inventory adjustment documentation. The documents covered in this Instruction are to be used in establishing and maintaining inventory records. Additionally, the records shall be retained and destroyed in accordance with reference (e).

## CHAPTER 5 INVENTORY PROCEDURES

**A. General.** This chapter prescribes procedures for conducting inventories and maintaining property records.

**B. Physical Inventory**

1. A physical inventory shall be conducted on all OIG owned accountable property once every 3 years on a cyclic basis. These inventories are performed to ensure the OIG accountable property is at the location identified in the DPAS, and is in working condition. The SMD, will schedule individual Hand Receipt Holder account inventories at least once every 3 years. Procedures for conducting the inventories are as follows:

a. Personnel from the SMD and the Accountable Property Officer/Hand Receipt Holder will jointly perform the physical inventory using a current copy of the DPAS generated Hand Receipt Report. Item description, serial number, and bar code will be matched for each item listed on the Hand Receipt Report.

b. Discrepancies noted during the physical inventory will be recorded on IG Form 4140.1-1, *Accountable Property Inventory Discrepancies Report* (Figure 5-1). Discrepancies will be researched using all available documentation reflecting receipts, issues, turn-ins, transfers or inventory adjustment records maintained by the Hand Receipt Holder and the SMD.

(1) Resolution of discrepancies will be accomplished using only valid copies of receipt, issue, turn-in, transfer, or inventory adjustment documentation.

(2) The Accountable Property Officer/Hand Receipt Holder or the responsible party will initiate a DD Form 200, *Financial Liability Investigation of Property Loss*, (Figure 3-2), for unresolved discrepancies.

(3) Property found during the physical inventory shall be entered on DPAS records and charged to the applicable Hand Receipt Account.

(4) When all discrepancies have been resolved to the satisfaction of the Accountable Property Officer/Hand Receipt Holder, a new DPAS Hand Receipt Report will be generated and signed by the Accountable Property Officer/Hand Receipt Holder. A signed copy of the Hand Receipt Report will be provided to the SMD.

(5) The signed copy of the DPAS Hand Receipt Report will be used to update the date of last inventory in the DPAS accountable property record.

2. Out-of-cycle physical inventories will also be conducted in the following instances:

a. When a loss of property is suspected, a physical inventory of all like items shall be conducted, which constitutes a reasonable search.

b. On a change of Accountable Property Officer and/or Hand Receipt Holder:

(1) A current DPAS generated Hand Receipt Report will be requested from the SMD. The Hand Receipt Report will be used by the outgoing and newly appointed Accountable Property Officer/Hand Receipt Holder to reconcile the account.

(2) Discrepancies will be recorded on an IG Form 4140.1-1 and will be jointly resolved and processed through the SMD, for DPAS accountable record updating. For discrepancies not resolved, the outgoing Accountable Property Officer/Hand Receipt Holder will prepare a DD Form 200.

(3) When all discrepancies have been resolved to the satisfaction of the Accountable Property Officer/Hand Receipt Holder, a new DPAS Hand Receipt Report will be prepared and signed by the newly appointed Accountable Property Officer/Hand Receipt Holder. A signed copy of the Hand Receipt Report will be provided to the SMD. The signed copy of the Hand Receipt Report by the newly appointed Accountable Property Officer/Hand Receipt Holder serves as the certificate of transfer and effectively relieves the outgoing Accountable Property Officer/Hand Receipt Holder of liability for the account.

3. A separate physical inventory shall also be conducted on the OIG leased property by the Accountable Property Officer, Hand Receipt Holders, and other designated employees in conjunction with the physical inventory.

**C. Annual Property Reconciliation**

1. Accountable Property Officers, Hand Receipt Holders, or other designated employees will conduct an annual property reconciliation once a year. The SMD, will provide a DPAS generated Hand Receipt Report reflecting current assigned accountable property assets.

a. The new Hand Receipt Report will be matched against the old Hand Receipt Report using issues, transfers, turn-ins, and inventory adjustment documents to account for the differences.

b. Discrepancies not resolved will be recorded on IG Form 4140.1-1, and reported to the SMD, for review against DPAS historical records and/or copies of issue, transfer, turn-in, and inventory adjustment documentation.

c. The Accountable Property Officer/Hand Receipt Holder will be notified of unresolved discrepancies and prepare a DD Form 200 in accordance with the instructions in Chapter 6.

d. When all reconciliation actions are completed, the Accountable Property Officer/Hand Receipt Holder may request an updated DPAS Hand Receipt Report, or use the one provided for the reconciliation, to certify the annual reconciliation has been completed. A signed copy will be provided to the SMD.

2. This reconciliation need not be completed if the annual physical inventory is scheduled within 3 months, or has been completed in the previous 3 months.

3. The OIG Property Manager in SMD, may perform spot-checks and/or inventories of randomly selected Hand Receipt Holder accounts to assess internal management control processes for accountable property management.

**D. Property Records.** Accountable Property Officers and Hand Receipt Holders are responsible for maintaining records necessary for the effective management of assigned accountable property. In addition to the current DPAS generated Hand Receipt Report, documentation reflecting receipts, issues, transfers, turn-ins, and inventory adjustments shall be maintained to substantiate liability and/or relief from liability, and to assist in the physical inventory and annual reconciliation processes.

**E. Records Retention.** Property records shall be destroyed 2 years from the date of the inventory or 2 years after discontinuance or transfer of property in accordance with reference (e).

**F. Establishing Inventory Accounts.** Inventory accounts for offices within the OIG are the responsibility of the appointed Property Accountable Officer (PAO) for each Unit Identifier Code. The PAO submits memorandums to SMD for establishing or deleting inventory accounts within their assigned UIC.

**CHAPTER 6**  
**ACCOUNTING AND REPORTING FOR ACCOUNTABLE PROPERTY**  
**LOST, DAMAGED, OR DESTROYED**

**A. General.** This chapter prescribes procedures for:

1. Investigating and assessing liability for the loss, damage, and destruction of OIG accountable property, including motor vehicles.
2. Inventory adjustments and processing claims for accountable OIG property.

**B. Responsibilities**

**1. Approving Authorities**

a. The OIG Component Heads for the Office of Communication and Congressional Liaison, the Office of the General Counsel (OGC) and the Equal Opportunity Office --\$9,999 or less.

b. The AIG-A&M and the Deputy Inspectors General --\$10,000 and up, all motor vehicle losses or accidents from \$5,000 and up and all firearms investigations. Determine final disposition on DD Form 200 when an OIG employee is held pecuniary liable for lost, stolen, or damaged property.

**2. Appointing Authorities for FLOs and FLBs**

a. The AIGs/Directors.

b. The DIG-INV for firearms investigations.

3. The FLOs (or FLBs when deemed appropriate) shall conduct investigations to determine responsibility for the loss, damage, or destruction of the OIG accountable property and shall determine any assessment of financial liability. However, before conducting an investigation, the FLO/FLB must have a thorough understanding of the terms “responsibility, culpability, proximate cause, and loss” and the impact on a determination of financial liability. Those terms are listed in reference (c).

4. The FLB shall be designated to investigate losses that are large, complex or unique. The FLBs are administrative, not judicial. Their reports are purely advisory, their opinions do not constitute final determinations or legal judgments, and their recommendations are not binding upon appointing and approving authorities. The primary function of an FLB is to research, develop, assemble, record, and analyze all available information relative to the loss and to formulate and clearly express consistent findings of facts, conclusions, and recommendations.



The collateral function of the FLB is to afford a hearing to any person whose conduct or performance of duty may be subject to inquiry or who has direct interest in the inquiry. The board Chair completes the DD Form 200 as the FLO and recommends relief from, responsibility, or assessment of financial liability.

5. The OGC shall provide legal advice regarding investigations and shall act as an advisor to FLOs and FLBs.

**C. Lost, Damaged, or Destroyed Accountable Property.** Lost, damaged, or destroyed accountable property shall be accounted for by using DD Form 200 (Figure 3-2). The DD Form 200 shall be initiated by the Accountable Property Officer/Hand Receipt Holder to relieve an individual of responsibility or to determine responsibility. The completed DD Form 200 shall be forwarded through appropriate channels to the OIG Component Head no later than 5 working days (10 working days for field elements) after discovering lost, stolen, or damaged property. Late DD Forms 200 shall be reported to the appointing authority and accompanied by a written explanation of the delay. Reference (d) provides detailed instructions for completing the DD Form 200.

1. The SMD will maintain IG Form 4140.1-3, *DD Form 200 Control Register Financial Liability Investigation of Property Loss* (Figure 6-1), and will assign the inquiry/investigation number in Block 2 for all OIG initiated DD Forms 200.

2. The SMD, shall make appropriate changes to the DPAS upon final approval of the DD Form 200.

**D. General Procedures**

1. Employees within the OIG who are involved in or have knowledge of the theft, embezzlement, conversion of, or willful damage to Government property have a duty to immediately report such an incident to their immediate supervisor and Hand Receipt Holder. The supervisor has a corresponding duty to report in writing to the OIG Component Head by the next business day.

2. The Accountable Property Officer/Hand Receipt Holder shall initiate a DD Form 200 immediately after a loss or damage occurs, in accordance with reference (d).

3. The DD Form 200 is not required when an employee makes restitution for the full amount of the loss and accountable property is not involved. Employees may make voluntary restitution at any time before involuntary collection is taken from their pay. Employees must be made aware of this option but must not be coerced or threatened with adverse action if restitution is not volunteered. Voluntary payment may not be withdrawn later and does not preclude other administrative or disciplinary action.

4. If the individual is found to be liable, investigating officials shall state in block 15 of the DD Form 200 that the individual's negligence, willful misconduct, or deliberate unauthorized use (whichever is the case) was the proximate cause of the loss to the OIG.

5. When financial liability is recommended or there is a question regarding the definition of negligence, willful misconduct, deliberate unauthorized use, proximate cause, etc., legal advice shall be sought from the OGC.

**E. Specific Procedures**

1. When notified or determined that an item is lost, damaged, or destroyed, the **Hand Receipt Holder** shall:

- a. Conduct a search to locate the missing item.
- b. Contact all pertinent parties concerning the lost or damaged property.
- c. Determine if an item is, in fact, lost, stolen, or damaged; and if so, report the loss to the Accountable Property Officer responsible for the Hand Receipt Holder area.

2. The **Accountable Property Officer/Hand Receipt Holder** shall:

- a. Submit a DD Form 200 to the OIG Component Head within 5 working days (10 working days for field elements) reporting the loss or damage. A statement of delay must be provided if the DD Form 200 is not submitted within that timeframe. The purchase price reflected in the DPAS, less the computed depreciation, is the figure to be used for the unit cost block on the DD Form 200.
- b. Annotate the DPAS Hand Receipt Report to show the loss or damage.
- c. Adjust property records to reflect proper location, if the property is located. If the property is found in another Hand Receipt Holder Area, process IG Form 4140.1-2 to transfer the property to the Accountable Property Officer/Hand Receipt Holder for that area.

3. The **OIG Component Head** shall review the DD Form 200 to determine if an FLO or FLB evaluation is required, and:

- a. If an FLO or FLB evaluation is not required, forward the DD Form 200 with appropriate remarks to the SMD. The SMD shall forward the report for appropriate signatures, when applicable.
- b. If an FLO or FLB evaluation is required, appoint an FLO or FLB to conduct an investigation in accordance with reference (c).
- c. On receiving an FLO or FLB evaluation, review the findings and recommendations and either concur with the recommendations or make new recommendations.
- d. If financial liability is not recommended, forward the DD Form 200 to the SMD, who shall forward the report for appropriate signatures, when applicable.

e. If financial liability is recommended, forward the DD Form 200 to the OGC for legal review. The OGC shall forward the report with comments to the SMD, for appropriate signatures, when applicable.

4. The **FLO** or **FLB** shall:

a. Conduct a thorough and impartial investigation, in accordance with reference (d), to determine the facts surrounding the loss, damage or destruction of property listed on the DD Form 200.

b. Determine any assessment of financial liability.

c. Ensure the total loss to the Government is computed correctly.

d. Coordinate investigation action with the appropriate appointing authority and the OGC.

e. Ensure that individuals recommended for financial liability have an opportunity to review the investigative report and recommendations and present evidence before a final determination is made.

5. **Conducting the Investigation.** The FLO or FLB must commence the investigation immediately upon notification of appointment as the FLO or FLB. In conducting the investigation, the FLO or FLB shall:

a. Become thoroughly familiar with the terms, definitions, and requirements listed in reference (d).

b. Stay free from bias or prejudice and carefully scrutinize all available evidence.

c. If appropriate, physically examine any damaged property and release it for repair or turn-in. If expert opinion is needed to determine the cause of damage or cost of repair, ensure that technical inspectors examine the property and provide statements regarding any damaged property.

d. Interview and obtain statements from individuals whose testimony may help in deciding the cause of, or responsibility for, the loss, damage, or destruction of the property listed on the DD Form 200. When using classified or otherwise sensitive references, annotate in block 15 of the DD Form 200 the location and identification of the investigative report. Obtain other available exhibits, such as accountable records or estimated cost of damages.

e. If statements and other evidence conflict, the FLO or FLB must resolve those conflicts and determine the facts, as far as possible, by comparing conflicting versions with other known facts and circumstances and by using common sense.

f. Obtain and mark evidence as follows and attach to each copy of the investigative report:

(1) Prepare witness statements on plain bond or ruled paper, with the word “CERTIFICATE” typed or legibly printed across the top.

(2) Mark the bottom of each exhibit alphabetically, followed with the date, dollar amount, and the name of the OIG component.

**6. Recommendation for Assessment of Financial Liability.** A person may be recommended for financial liability when he or she has personal or direct responsibility for any loss, damage, or destruction caused by willful misconduct or negligence.

a. Financial liability. To recommend financial liability, the FLO or FLB must provide evidence to support his or her decision. To make such a determination, the FLO or FLB must understand specifically what is meant by the terms “negligence” and “willful misconduct.”

(1) Negligence. The failure to act as a reasonable prudent person would have acted under similar circumstances. An act or omission that a reasonably prudent person would not have committed or omitted under similar circumstances and which is the proximate cause of the loss of, damage to, or destruction of Government property. Failure to comply with existing laws, regulations, or procedures may be considered as evidence of negligence.

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

(3) Difference between offenses. The difference between negligence and willful misconduct is that to find negligence, evidence of intent need not be present. However, evidence of intent must be present to find willful misconduct. That is, it must be a deliberate act.

b. Proximate cause. The cause, which in a natural and continuous sequence of events unbroken by a new cause, produced the loss or damage. Without this cause the loss, gain, or damage would not have occurred. It is further defined as the primary moving cause, or the predominate cause, from which the loss, gain, or damage followed as a natural, direct, and immediate consequence. Individuals may be held financially liable for lost, damaged, or destroyed OIG property if they are negligent or have committed willful misconduct, and their negligence or willful misconduct is the proximate cause of the loss, damage, or destruction.

c. If financial liability is recommended against an individual, the FLO or FLB shall ensure that:

(1) The financial loss to the Government is computed as defined in reference (c) and that information is provided to the individual(s).

(2) All necessary documentation for the collection of debt is provided to the Comptroller and the appropriate Defense Finance Accounting Service (DFAS).

(3) The individual has an opportunity to review the report of investigation and submit new evidence and/or a rebuttal statement.

(4) The individual is aware that his or her statement may be used against him or her regarding financial liability and other administrative and disciplinary actions.

(5) The individual is aware of his or her rights under reference (f).

(6) The individual acknowledges his or her understanding of these rights by completing block 16 of DD Form 200. If the individual refuses to complete block 16, the FLO or FLB shall prepare a statement to that fact and attach it to the report.

d. All coordination actions with the individual against whom a charge of financial liability is recommended are to be completed within 30 calendar days from the date the coordination action began, or 45 calendar days when the individual is assigned to an OIG office outside the National Capital Region.

**7. Individual's Rights Regarding Financial Liability Investigations and Determinations.** Paragraphs 6.G.6.c (1) through (6) discuss the requirements to which FLOs must adhere regarding an individual's rights during an investigation of financial liability. References (c) and (f) provide additional guidance for individuals being recommended for possible financial liability. An individual against whom a charge of financial liability is recommended may appeal to the Principal Deputy Inspector General within 10 calendar days following the Approving Authority's determination of his or her financial liability.

**F. Limitations on Liability.** In cases of loss, damage, or destruction of OIG accountable property, the amount of liability shall be limited to 1 month's basic pay in the case of military members, and one-twelfth of annual pay in the case of civilian employees, in accordance with reference (c).

**G. Inventory Adjustments.** The SMD, in coordination with the Accountable Property Officer shall adjust DPAS accountable property records when one of the following occurs:

1. When a property record reflects an inaccurate count in the inventory record due to an erroneous posting entry.

2. When an item is lost, stolen, or damaged (beyond repair). Adjustments to accountable property records will be made when a DD Form 200 has been completed and the approving authority has signed Block 14g and has annotated Block 14a.

a. Only items listed on the DD Form 200 (Blocks 4 through 6 or on a continuation sheet) will be adjusted.

b. Each item listed on the DD Form 200 will contain the barcode and serial number as part of the item description.

**H. Repair of OIG Property.** When ISD receives a trouble call, they first see if the problem can be repaired in house. If it can not be repaired easily the ISD personnel must check to see if there is a warranty on the equipment in question. Each repair is done on an individual basis. Sometimes a vendor may come into repair an item sometimes a replacement part is shipped and sometimes the item is shipped back to the company for repair. If the items is to be shipped out ISD must furnish SMD with a 4140.1-2 form with the barcode of the item attached so the equipment record can be adjusted for accountability in DPAS. Repair of furniture is no longer done.

**I. Claims.** The procedures contained in reference (e) cover accountable OIG owned or leased property.

**J. Claim Problems.** Problems involving claim actions for or against the Government shall be coordinated with the SMD and the OGC.

## CHAPTER 7 MOTOR VEHICLES

**A. General.** This chapter provides special emphasis on the control and management of OIG motor vehicles.

**B. Policy**

1. **General Policy.** The OIG owned or leased motor vehicles shall be used for official purposes only. "Official purpose" does not include transportation between residence and place of employment, unless authorized as defined in paragraph 7.F. The OIG motor vehicles shall be used on a pooled basis to ensure effective use and shall not be assigned exclusively to one official or employee unless the IG determines that such assignment is essential to the accomplishment of the OIG mission. The OIG vehicles are a limited, essential, and costly resource that must be managed carefully.

2. **Penalties for Misuse of OIG Motor Vehicles.** The unauthorized or willful misuse of an OIG owned or leased motor vehicle shall be cause for disciplinary actions, as follows:

a. **Civilian Personnel.** An OIG manager or employee who willfully uses or authorizes the use of an OIG owned or leased motor vehicle, (except for official purposes authorized in reference (g) or otherwise violates reference (g)), shall be suspended from duty without compensation, for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant (reference (h)).

b. **Military Personnel.** Military personnel who willfully use or authorize the use of an OIG owned or leased motor vehicle, (except for official purposes authorized by reference (h) or otherwise violate reference (g)), may be disciplined under the provisions of reference (j), or other administrative procedures deemed appropriate.

3. **Financial and Other Liability**

a. In accordance with reference (j), financial liability shall be assessed against members of the military (including members of the Reserve and National Guard) and OIG civilian employees when OIG property (including a motor vehicle) is lost, damaged, or destroyed as a result of their negligence, willful misconduct, or deliberate unauthorized use.

b. In cases of loss, damage, or destruction of OIG accountable property, the amount of liability shall be limited to 1 month's basic pay in the case of military members and one-twelfth of annual pay in the case of civilian employees, in accordance with reference (c).

c. Depending on the facts and circumstances, the criminal sanctions of reference (j) may apply to the misuse of an OIG owned or leased motor vehicle. The statute provides for a fine of up to \$10,000 and imprisonment for up to 10 years.

d. Traffic and parking citations received by employees while having custody of or operating an OIG owned or leased motor vehicle shall be reported to the employee's supervisor within 48 hours. In each instance, the circumstances causing the citation shall be reviewed. If the citation was caused by the negligent or intentional acts of the employee, the employee shall be personally liable for the citation consistent with the opinions of the Comptroller General of the United States.

## C. Motor Vehicle Management

### 1. General

a. Heads of OIG components with assigned motor vehicles shall appoint, in writing, a Motor Vehicle Control Officer(s) who shall ensure adherence to the provisions of this Instruction and reference (k).

b. The OIG motor vehicle resources shall be organized and managed to ensure optimum responsiveness, efficiency, and economy to support the OIG mission.

c. Official business shall be conducted by mail, electronic mail, telephone, or other telecommunications whenever practical to minimize the use of motor vehicles.

2. **Assignment.** After pooling of vehicle resources, justifiable requirements for all types of vehicle service and the proper assignment of the OIG, the General Services Administration (GSA), or commercially leased contract motor vehicles shall be based on the following categories:

a. **Class A-Continuing Assignment.** Employees authorized Class A assignments shall not use vehicles for other than the actual performance of official duties, and vehicles shall not be reassigned to unauthorized or unqualified employees. The two types of Class A assignments are as follows:

(1) The Secretary of Defense has authorized full-time assignment of continuing dispatch motor vehicles for a limited number of DoD officials. The IG is authorized a Class IV sedan (place of residence to place of employment transportation not authorized). Additionally, visiting officials of comparable rank from foreign countries are also authorized this assignment.

(2) Continuing dispatch of motor vehicles on the basis of responsibility inherent in the position where the IG, or designee, determines that the immediate availability of transportation is absolutely essential to the accomplishment of the OIG mission.

b. **Class B-Recurring Dispatch.** Generally, the requirements for recurring dispatch relate to activities and functions that, by their nature, require the use of a vehicle or vehicles on a daily recurring basis for the efficient and orderly conduct of official business. Vehicles assigned in this category shall not be assigned for purposes of convenience or to avoid the use of pool vehicles (Class C Assignment).



c. **Class C-Pool Vehicles.** The OIG motor vehicle resources not covered under Class A and B assignments above shall be pooled for performance of services on an on-call basis and to provide resources for the operation of scheduled services.

d. **Permissible Operating Distance.** Since it is usually more economical to use commercial carriers for transportation to destinations outside the immediate areas of activities, a one-way distance of 100 miles is the guide on which to base permissible operating distance for OIG owned or leased motor vehicles.

**3. Parking or Garaging of Vehicles.** In accordance with reference (k), when OIG facilities do not provide adequate parking or garaging of vehicles, DoD installations or Federal, state, and local Government property shall be used to the fullest extent feasible. Where such facilities are not available, commercial parking facilities may be used, when so authorized, and where the safety and security of the vehicles can be assured. Requests shall be prepared in memorandum format and forwarded to the Administrative Services Division (ASD). The memorandum shall provide full justification, along with at least one recommended vendor and an estimated quote. The ASD shall arrange for approved parking or garaging of vehicles for the established office location.

#### **4. Other Sources of Motor Vehicles**

a. Motor vehicles may be leased from commercial sources and/or other Government agencies as provided in paragraph 7.D.

b. Motor vehicle facilities and services of other Government agencies, Federal, state, and local, shall be used to the maximum extent possible, consistent with mission requirements, whenever their use contributes to more efficient and effective operations and suitable arrangements for such use, to include reimbursement, can be made. Such arrangements shall also provide for emergency road service within the capability of the facility.

c. The OIG shall cooperate with the GSA as it exercises its interagency motor pool responsibilities. (See paragraph 7.D.)

**5. Use of OIG Motor Vehicles by Other Federal Agencies.** The OIG vehicles may be loaned, for short periods of time, to other Federal Government agencies if the OIG mission is not degraded, and the reason is one of those listed below. The OIG owned motor vehicles loaned to other Federal agencies must be approved by the OIG Component Head or a senior manager in field locations and used in accordance with OIG rules and regulations. Reimbursement shall be computed to recover the total cost incurred in accordance with reference (k).

- a. An emergency, lifesaving situation,
- b. Specifically authorized by statute, or
- c. Direct support of the OIG mission.

## 6. Official Use of Motor Vehicles

a. In accordance with reference (k), the use of OIG owned or leased motor vehicles shall be restricted to official purposes only. Chapter 101-6.402 of reference (l) provides that each Federal agency shall ensure that Government motor vehicles are used for official purposes only; i.e., to further the mission of the agency. When questions arise about the official use of an OIG owned or leased motor vehicle, they shall be resolved in favor of strict compliance with statutory provisions and the policy section of reference (k).

b. The determination as to whether a particular use is for official purposes is a matter of administrative discretion to be exercised within applicable law and regulations. In making such a determination, consideration shall be given to all pertinent factors, including whether the transportation is:

(1) Essential to the successful completion of an OIG function, activity, or operation.

(2) Consistent with the purpose for which the vehicle was acquired.

c. The OIG vehicles shall not be used or authorized to transport OIG personnel over all or any part of the route between their residences and places of employment except as authorized in paragraph 7.F.

d. An OIG vehicle may not be used or authorized to transport OIG employees, members of their families, or others for the purpose of conducting personal business or engaging in other activities of a personal nature.

### e. Temporary Duty

(1) An OIG vehicle may be used or authorized between lodgings and duty stations for employees on temporary duty when public or commercial facilities are inadequate or nonexistent. The temporary duty status of an employee does not necessarily justify the use of an OIG owned or leased motor vehicle. Use of OIG owned or leased motor vehicles shall always be predicated on need, distance involved, and other conditions that justify their use. When an adequate DoD or commercial bus system is available, the use of an individual motor vehicle or commercial rental car is prohibited in accordance with reference (k).

(2) When an OIG owned or leased motor vehicle is authorized for use while on temporary duty, the vehicle shall be operated between places where the employee's presence is required for official business, or between such places and temporary lodgings. When public transportation is not available or its use is impractical, the use of OIG owned or leased motor vehicles is authorized between places of business, lodging, eating establishments, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the comfort or health of the employee, and which foster the continued efficient performance of Government business in accordance with reference (k). Use of an OIG owned or leased motor vehicle for transportation to or from entertainment or recreational facilities is prohibited.

f. Transportation may be provided for civilian and military employees officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities.

g. The spouse of an OIG employee may be transported in an OIG owned and leased motor vehicle only after approval by a supervisor and when:

(1) The spouse is accompanying the employee in the OIG motor vehicle, the use of which has already been authorized to accomplish official business, and there is space available. Such transportation may be provided only at no additional cost to the Government. The size of the vehicle authorized must be no larger than that required for the performance of the official business.

(2) The spouse is proceeding independently to or from an official function when his or her presence at the function is in the best interest of the OIG and circumstances make it impractical or impossible for the employee to accompany the spouse en route. However, this authority applies only to the spouse of an employee who is authorized to receive transportation between place of residence and place of employment, or

(3) Such transportation is required for reasons of security. Spouses are not considered representatives of the United States.

h. Transportation by an OIG owned or leased motor vehicle shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.

**7. Motor Vehicle Operator Responsibility.** In operating any OIG owned or leased motor vehicle, operators shall:

a. Operate OIG owned or leased motor vehicles for official use only.

b. Comply with this Instruction and all other applicable regulations, including Federal, state, and local laws, pertaining to the proper safe and efficient operation of OIG owned or leased motor vehicles.

c. Report traffic violations, accidents, or damage occurring while having custody of, or when operating, an OIG owned and leased motor vehicle.

d. Perform operator maintenance and submit documents incident to vehicle operation, as required by the Motor Vehicle Control Officers.

e. Report suspension or revocation of his or her state motor vehicle operator license to his or her immediate supervisor.

- f. Report traffic and parking citations received while having custody of, or when operating, an OIG owned or leased motor vehicle to his or her supervisor within 48 hours.
- g. Report any change in personal physical condition that may adversely affect his or her ability to operate a motor vehicle.
- h. Use self-service pumps and service stations that accept the U.S. Smart Pay Visa Credit Card to purchase the most economical fuel for OIG owned or leased motor vehicles.

8. **Determining the Method for Transporting Personnel.** When it has been determined that motor vehicle transportation is essential to the performance of official business, the following methods shall be considered in the order shown, to the extent they are available and capable of meeting the OIG mission requirements:

- a. DoD scheduled bus service.
- b. Scheduled public transportation.
- c. OIG owned or leased motor vehicles.
- d. Voluntary use of privately owned motor vehicles on a reimbursable basis.
- e. Taxicab on a reimbursable basis.

9. **Utilization Goals**

a. Reference (k) establishes utilization goals for all owned and non-GSA Interagency Fleet Management Center leased motor vehicles as management indicators to measure the average annual use of a particular type of vehicle. Each OIG component is expected to achieve the standards averaged across their vehicle fleets. However, when the mileage achieved on a particular vehicle does not meet the established annual utilization standard, the average mileage on all vehicles of that type at the OIG component should meet or exceed the annual standard. GSA utilization standards are as follows:

Vehicle Classification	Annual Mileage Standard
Sedan/Station Wagon	10,000
Van/Truck/Cargo/Multipurpose	9,000

b. In accordance with Chapter 101-39.301 of reference (l), utilization standards for GSA Interagency Fleet Management Center motor vehicles are listed below. Standards of use shall apply to OIG owned or leased vehicles and shall be reviewed at least annually by the OIG Component Head to ensure effective asset employment is achieved.

<b>Vehicle Classification</b>	<b>Annual Mileage Standard</b>
Passenger Carrying Vehicles	12,000
Light Trucks & General Purpose Vehicles	10,000

10. **Utilization Record.** IG Form 4140.1-7, OIG Vehicle Log (Figure 7-1), shall be used as the basic source for information concerning the use of motor vehicles and shall be prepared in accordance with instructions on the back of the form. The OIG component Motor Vehicle Control Officer shall consolidate all data by vehicle and forward through the appropriate supervisory chain to the OIG Component Head on a quarterly basis.

**D. Authorization and Acquisition**

1. **Authorization.** Sedans shall be restricted to the types of GSA classes listed below:

- a. Class IA - small.
- b. Class IB - subcompact.
- c. Class II - compact.
- d. Class III - mid-size. Goals regarding alternative fueled vehicles in references (n) and (o) must be considered in the acquisition of Class III motor vehicles.
- e. Class IV - large (executive sedan and minivans). The use of Class IV sedans is authorized only for the IG (transportation between place of residence and place of employment not authorized) and visiting officials of comparable rank from foreign countries.

2. **Requirements**

- a. It is the OIG policy to follow the policy guidance for requirements in Chapter 3 of reference k for motor vehicles.
- b. Requirements for OIG owned or leased motor vehicles shall be submitted with full justification through the appropriate supervisory chain to the OIG Component Head for approval.
- c. Each OIG Component Head shall approve the necessary requirements in accordance with reference (k) and provide authorization documents.

3. **Acquisition**

- a. General. Acquisition of motor vehicles shall be from the most cost effective source, which may be by purchase, commercial lease or assignment of GSA-acquired vehicles; i.e., Interagency Fleet Management Center, or by any other method less costly to the Government. It is OIG policy to follow the guidance for acquisition of motor vehicles in reference (k).

b. Limitations

(1) Acquisition of all commercial-type motor vehicles by the OIG, shall be in accordance with the guidance for maximum fuel efficiency, as specified in reference (o) and the guidance for alternative fueled vehicle acquisition goals in references (m) and (n).

(2) Acquisition of passenger sedans and station wagons by purchase, lease or other means shall be limited to those designated as Class IA, IB, or II sedans or as Class IB or II station wagons (subcompacts or compacts) in reference (p), except as authorized for the IG (paragraph 7.D.1.e) or when the IG, or designee, approves the use of Class III as essential to the OIG mission.

(3) Authorization of sedans for use by the DIG-INV shall be the minimum size manufactured with the equipment modifications necessary to meet mission requirements. Since the size of law enforcement vehicles varies by procurement cycle, sedans larger than Class II may be authorized if that class of vehicle is not factory equipped to perform the law enforcement mission.

c. Acquisition of Motor Vehicles

(1) Selection of additional systems or equipment for motor vehicles shall be based solely on the need to provide for economy, safety, security, efficiency, and suitability of the vehicle for the purpose intended.

(2) Motor vehicle air conditioning may be authorized when the IG, or designee, has determined that it is required for safety and efficiency.

d. Lease of Motor Vehicles from Commercial Sources

(1) General. Requests for approval of leases shall be submitted through the appropriate supervisory chain to the OIG Component Head. The requests shall include full justification of the need for the vehicles and certification that other means of transportation are not available or suitable. The justification shall include:

- (a) Number of vehicles required by type.
- (b) A statement of the need for lease.
- (c) Cost estimate.
- (d) Anticipated period of use.

The approved request shall be forwarded to the SMD, to arrange for approved leased vehicles for OIG components within the United States. The OIG components outside the United States shall obtain approved leased vehicles through local contracting offices. Acquisition of OIG leased vehicles shall be in accordance with reference (k).

(2) Conditions. Motor vehicles may be leased from commercial sources when one or more of the following conditions exist:

(a) The lease provides a cost benefit to the OIG (versus purchase).

(b) Unforeseen requirements arise that must be satisfied before motor vehicles can be obtained through a usually approved procurement program.

(c) Local laws or Status of Forces Agreements prevent the use of Government-owned vehicles.

(d) Vehicles from the GSA Interagency Fleet Management Center are more costly than leasing commercially or are unavailable.

(3) Short-Term Lease

(a) Motor vehicles may be leased for periods not exceeding 60 consecutive days without regard to established allowances to satisfy temporary peak workloads, unusual requirements, or emergencies.

(b) The class of motor vehicle leased to support the visit of a DoD official may be the same as that normally authorized for that official. The class of vehicle leased in support of non-DoD officials, including those from foreign countries, shall be the same as that normally authorized a DoD official of comparable rank.

(4) Long-Term Lease. Except for a motor vehicle to be used by the IG, new leases for vehicles for terms exceeding 60 consecutive days shall be subject to the following approval requirements:

(a) For motor vehicles within the United States, prior approval to lease commercially shall be obtained from the GSA by the SMD.

(b) For motor vehicles outside the United States, prior approval to lease commercially shall be obtained from the IG, or designee.

(c) Requests for approval of commercial leases shall include full justification of the need for the vehicles and certification that other means of transportation are not available or suitable. Justification shall include the following:

1 A copy of the cost benefit analysis conducted in accordance with reference (q) if applicable.

2 Current authorization and assets by type to be leased.

3 Year, model, mileage, and estimated repair cost of the motor vehicles to be replaced.

4 Excess over authorization of other type motor vehicles on hand suitable for substitution.

5 A statement on whether the motor vehicles are required to fill open authorizations or to replace existing inventories.

6 A statement of impact or course of action if authority to lease is not granted.

7 A statement on whether any part or all of the request is a renewal or whether the request is a new lease requirement.

8 A statement of costs for lease by the month and annual total (include use, mileage, fuel, and maintenance costs).

9 Anticipated period of use.

e. Insurance and Maintenance of Leased Motor Vehicles

(1) For hire solicitations and resulting contracts shall provide for insurance coverage, as prescribed by applicable portions of reference s. Insurance shall not be purchased for OIG owned vehicles, except when required by host nation laws or agreements.

(2) Leased motor vehicles shall be operated in the same manner prescribed for OIG owned vehicles unless otherwise specified in the contract.

(3) The leaser shall perform all maintenance on leased motor vehicles.

f. Marking of Leased Motor Vehicles

(1) Motor vehicles leased from commercial sources for more than 60 consecutive days must be identified and marked in the same manner as specified in paragraph 7.I.

(2) The application of markings on motor vehicles and the removal of such markings shall be subject to the agreement between the furnishing agency and the OIG. Magnetic or temporary methods of applying required markings shall be used to prevent added costs for removal.



g. Telecommunications Equipment in Leased Motor Vehicles. When two-way communication is required, motor vehicles may be leased with the appropriate telecommunications equipment. Government owned, two-way radio sets may be installed in leased vehicles when it is not feasible or practical to use the leased telecommunications equipment. Citizen Band (CB) radios are not authorized for installation in leased vehicles.

h. Seized Vehicles. No OIG component, manager, or employee is authorized to accept seized vehicles without the approval of the DIG-INV. Requests for approval of acceptance of seized property shall be submitted through the OIG component supervisory chain to the Accountable Property Officer. The Accountable Property Officer shall forward the request for approval of acceptance of seized vehicles to the DIG-INV. Acquisition of seized vehicles shall be in accordance with applicable statutes.

**E. Transportation Between Place of Residence and Place of Employment**

1. **Definitions.** For the purpose of this paragraph, the following definitions apply:

a. “Clear and present danger” means those highly unusual circumstances that present a threat to the physical safety of the employee's person or property under circumstances where:

(1) The danger is:

(1) Real, not imagined; and

(2) Immediate or imminent, not merely potential; and

(2) A showing is made that the use of an OIG owned or leased motor vehicle would provide protection not otherwise available.

b. “Compelling operational considerations” means those circumstances where the provision of transportation between place of residence and place of employment is essential to the conduct of official business or would substantially increase a Federal agency's efficiency and economy. Transportation between place of residence and place of employment may be justifiable if other available alternatives would involve substantial additional costs to the Government or expenditures of employee time. Those circumstances need not be limited to emergency or life and death situations.

c. “Emergency” means those circumstances that exist whenever there is an immediate unforeseeable, temporary need to provide transportation between place of residence and place of employment for those employees who are necessary to the uninterrupted performance of the agency's mission. For example, an emergency may occur where there is a major disruption of available means of transportation to or from a work site, an essential Government service must be provided and there is no other way to transport those employees.

d. “Field work” means official work performed by an employee whose job requires the employee's presence at various locations that are distant from the employee's place of

employment (itinerant-type travel involving multiple stops within the accepted local commuting area, or use outside that area) or at a remote location that is accessible only by Government-provided transportation. The designation of a work site as a field office does not, of itself, permit the use of an OIG motor vehicle for transportation between place of residence and place of employment. Additional guidance may be found in Chapter 101-6.405 of reference (l).

e. "Place of employment" means any place within the accepted commuting areas as determined by the IG, where an employee performs his or her business, trade, or occupation, even if the employee is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, headquarters, or any place where an employee is assigned to work, including locations where meetings, conferences, or other official functions take place.

## **2. General**

a. The use of OIG owned or leased motor vehicles shall be restricted to official purposes only; i.e., to further the OIG mission.

b. Except as specifically provided therein, reference (g) prohibits the use of an official vehicle for transportation between place of residence and place of employment.

## **3. Policy**

a. The comfort and convenience of an employee shall not be considered justification for the approval of place of residence to place of employment transportation.

b. Transportation between place of residence and place of employment shall only be authorized within the usual commuting area for the locale of the employee's place of employment.

c. Reference (g) provides that the Secretary of Defense may authorize, in writing, on a nondelegable basis, use of OIG owned or leased motor vehicles for transportation between place of residence and place of employment for OIG employees only under the following conditions:

(1) Considered essential in response to highly unusual circumstances that present a clear and present danger, and public or private transportation cannot be used.

(2) An emergency exists.

(3) Other compelling operational considerations make such transportation essential to the conduct of business.

(4) Considered essential for the safe and efficient performance of criminal law enforcement duties.

(5) Required for those individuals who perform field work. The field work authorization may not be used under the following conditions:

(a) The employee's workday begins at an official duty station.

(b) The employee normally commutes to a fixed location however far removed from the official duty station.

d. Transportation of Official Visitors. Official non-OIG visitors invited to participate in OIG activities may be provided fare-free transportation between commercial transportation terminals or residence and visitation point.

e. Employees authorized domicile to duty transportation may elect to share space in an OIG owned or leased motor vehicle with other employees on a space available basis provided that the motor vehicle does not travel additional distances as a result.

f. Transportation Terminals. OIG owned or leased motor vehicles shall be used for trips between places of residence and places of employment and commercial or military terminals only when:

(1) Used by employees authorized transportation between places of residence and places of employment.

(2) Necessary because of emergency situations or to meet security requirements.

(3) The terminals are located in areas where other methods of transportation cannot meet mission requirements in a responsive manner.

(4) Authorized by paragraph 7.F.3.e

(5) Authorized in the National Capital Region by reference (q).

g. In accordance with Chapter 101-6.402 of reference (m), transportation between place of residence and place of employment shall only be authorized when such transportation substantially increases OIG efficiency and economy. Unauthorized or willful misuse of an OIG owned or leased motor vehicle shall be cause for action.

#### 4. **Guidance**

a. Reference (g) authorizes transportation between place of residence and place of employment in situations involving highly unusual circumstances (e.g., a clear and present danger, an emergency or other compelling operational considerations).

(1) Requests for transportation between place of residence and place of employment shall be:

(a) Submitted in writing and in advance of the transportation through the appropriate OIG Component Head to the SMD. The SMD shall review the requests to ensure compliance with Chapter 101-6.403(c) of reference (l) and then forward to the IG. The IG shall review the requests and forward through the OSD channels to the Secretary of Defense.

(b) When time constraints make the use of regular request procedures impractical, the Secretary of Defense may approve a contingency determination following the procedures outlined in Chapter 101-6.403(c) of reference (l).

(2) The Secretary of Defense may approve (nondelegable) a written determination containing the following information:

(a) The name (or other identification, if confidential) and title of the individual.

(b) The reason for the determination.

(c) The anticipated duration of the authorization.

(3) The initial duration of a determination shall not exceed 15 consecutive days. Should the circumstances continue, the Secretary of Defense may approve a subsequent determination of not more than 90 additional consecutive days. If, at the end of the subsequent determination, the circumstances continue to exist, the Secretary may authorize an additional extension of 90 consecutive days. That process may continue as long as required by the circumstances.

(4) With the exception of those authorizations approved in accordance with paragraphs 7.F.4.b and c, each initial determination shall be submitted by the IG to the Congress promptly, but not later than 30 days after approval, in accordance with Chapter 101-6.404 of reference (m). Subsequent determinations may be consolidated into a single report and submitted quarterly. The reports shall be sent to the following addresses:

(a) Chairman, Committee on Governmental Affairs, United States Senate, Dirksen Senate Office Building, Suite SD-340, Washington, DC 20510

(b) Chairman, Committee on Government Operations, House of Representatives, Rayburn House Office Building, Suite 2157, Washington, DC 20515

(5) A copy of each notification letter to the Congress shall be sent to the Deputy Under Secretary of Defense for Logistics and Materiel Readiness, Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics.

b. For transportation between place of residence and place of employment involving field work:

(1) Requests for transportation between place of residence and place of employment involving field work shall be submitted as specified in paragraph 7.F.4.a.(1).

(2) The Secretary of Defense must approve, in writing, those positions authorized for field work. The authorizations may cover periods of up to 2 years from the date of approval. Employees who perform field work involving itinerant travel are included in this category.

(3) The field work determination shall contain sufficient information, such as the position title, number of employees, and operational level where the work is to be performed to satisfy an audit, if necessary.

(4) The assignment of an employee to such a position does not, of itself, entitle that employee to receive daily transportation between place of residence and place of employment. When authorized, such transportation shall be provided only on days when the individual actually performs fieldwork.

(5) There is no requirement for reports to Congress for place of residence to place of employment transportation as specified under the provisions of paragraph 7.F.4.a.(4) in this situation.

(6) All field work determinations shall be updated and approved biannually by the Secretary of Defense.

c. Transportation between place of residence and place of employment involving the performance of criminal law enforcement duties:

(1) Requests for transportation between place of residence and place of employment that is considered essential for the efficient conduct of criminal law enforcement duties shall be submitted as specified in paragraph 7.F.4.a.(1).

(2) Transportation between place of residence and place of employment authorizations must be approved in writing by the Secretary of Defense. There is no requirement for reports to Congress for place of residence to place of employment transportation provided under the provisions of paragraph 7.F.4.a.(4) in this situation. However, the DIG-INV shall maintain a central record system of those positions or persons for whom transportation between place of residence and place of employment is authorized.

(3) Transportation between place of residence and place of employment authorizations involving criminal law enforcement duties shall be reviewed annually by the DIG-INV to determine continued need. Additionally, in accordance with reference (k), the Secretary of Defense shall establish a procedure to review, on an annual basis, the continued need for transportation between place of residence and place of employment involving the performance of criminal law enforcement duties.

## 5. Logs

a. Logs or other records shall be maintained:

- (1) in accordance with reference (e); and
- (2) contain the following information:

(a) Name and title of employee (or other identification, if confidential) using the OIG owned and leased motor vehicle.

(b) Name and title of person authorizing use.

(c) Motor vehicle identification.

(d) Date.

(e) Location.

(f) Duration.

(g) Circumstances requiring transportation between place of residence and place of employment.

b. The requirement to maintain logs for transportation between place of residence and place of employment applies equally to all categories of the OIG owned or leased motor vehicles.

**F. Interservice Support.** In accordance with references (k) and (s), interservice support for motor vehicles among DoD components shall be used, to the extent practical, where economies can be realized without impairment of mission effectiveness. Requests for motor vehicle interservice support shall be forwarded through the supervisory chain to the OIG Component Head. The OIG Component Head shall forward the request through the Comptroller to the AIG-A&M, before finalizing an agreement with a host activity. Additionally, requests for parking space support from DoD installations or Federal, state, and local Government offices shall be forwarded through the supervisory chain to the OIG Component Head. The OIG Component Head shall forward the request through the Comptroller to the AIG-A&M.

**G. Driver Selection.** Personnel having a valid and current operator's license issued by one of the 50 states or the District of Columbia, and operating a Government owned or leased vehicle of 14,000 pounds or less, are eligible drivers. Additionally, the employee must carry Government identification. Authority to operate OIG owned or leased motor vehicles may be suspended or revoked for cause by the OIG Component Head in accordance with reference (l). The following reasons constitute sufficient cause for suspension or revocation of an employee's authority to operate OIG owned and leased motor vehicles:

1. The employee is convicted of operating a motor vehicle while under the intoxicating influence of alcohol or narcotics.
2. The employee is involved in an accident while operating an OIG owned or leased motor vehicle and is subsequently convicted of leaving the scene of the accident without making his or her identity known.
3. The employee is not qualified to operate an OIG owned or leased motor vehicle because of a physical or medical condition. In making such a determination, a Federal medical officer or other medical authority shall be consulted.
4. The employee's state or host nation operator's license is suspended or revoked.
5. The employee has accumulated sufficient traffic violation points to warrant disciplinary action consideration.

**H. Accident Procedures and Reporting**

1. **Action in Case of Accident.** Drivers involved in accidents shall:
  - a. Stop immediately.
  - b. Render assistance to the injured. Injured persons shall not be moved unless absolutely essential for their protection.
  - c. Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, flares, or reflectors shall be used.
  - d. Obtain the names, addresses, and telephone numbers of other drivers involved in the accident and any witnesses.
  - e. Comply with state and local laws governing the reporting of vehicle accidents. Official reports shall be submitted through channels to the OGC for review to ensure that the rights of the Government are not prejudiced by an admission of liability that may obligate the Government.
  - f. Not leave the accident scene except as authorized by a state law enforcement officer or other proper authority.
  - g. Not make official accident investigation reports available to a claimant or to any individual or representative of any non-DoD organization. Clearance shall be obtained from the OGC, before delivery of any accident report to a third party, including state or local officials.

h. Fill out DD Form 518, Accident-Identification Card (Figure 7-2), at the scene of the accident, or as soon as possible, and provide it to persons directly concerned. The DD Form 518 provides persons involved in an accident with the identity of the person authorized to act upon the matter, i.e., immediate supervisor of the OIG driver.

i. Not express oral or written opinions to claimants or their agents concerning liability, investigation findings, or possibility of claim approval.

j. Promptly notify a supervisor.

k. Promptly notify the manager of the GSA Interagency Fleet Management Center if a fleet vehicle is involved.

l. Complete an SF 91, Motor Vehicle Accident Report (Figure 7-3), and expeditiously deliver the completed SF 91 to his or her supervisor. If the driver cannot prepare the report because of injury or death, the driver's immediate supervisor shall complete the report.

m. Be aware that appropriate action shall be taken when there is a failure to report an accident.

## **2. Additional Accident Reporting**

a. Accidents occurring at field locations shall be reported to the Headquarters OIG component within 24 hours.

b. According to reference (k), the OIG Component Head or designee shall investigate each accident involving the OIG owned or leased motor vehicles. Also, a determination must be made concerning the causes and circumstances, including how the accident could have been prevented. Accidents involving damage under \$5,000 shall be investigated and documented. All motor vehicle accidents, regardless of the dollar amount of the damage, will be investigated and documented on a DD Form 200, Financial Liability Investigation of Property Loss, including the reporting of stolen, damaged, or destroyed motor vehicles. Damaged or destroyed motor vehicles resulting from vandalism and/or acts of nature are included in these reporting procedures.

c. The following procedures apply for all motor vehicle accidents, damages, or destruction:

(1) The Accountable Property Officer/Hand Receipt Holder shall initiate the DD Form 200 in accordance with reference (c).

(2) Within 5 working days (10 working days for field elements) of the vehicle accident, a complete package of the following documents shall be submitted to the Accountable Property Officer, who shall review the DD Form 200 and indicate whether negligence or abuse is



suspected. A statement of delay must be provided if the DD Form 200 is not submitted within 5 working days (10 working days for field elements). The OIG Component Head responsible for the vehicle shall decide if an FLO and/or FLB should be appointed.

- (a) DD Form 200.
  - (b) SF 91.
  - (c) Statements of any witnesses shall be documented on SF 94, Statement of Witness (Figure 7-4).
  - (d) Copy of police reports or citations issued, if any.
  - (e) Three repair estimates from local repair facilities. Repair estimates shall be submitted for GSA Interagency Fleet Management Center motor vehicles as required by the fleet manager.
  - (f) Photographs of the accident scene and of the damage to the vehicle.
- (3) If an FLO and/or FLB evaluation is not required, forward the DD Form 200 with appropriate remarks through the AIG-A&M, to the Director, Office of Administration and Management.
- (4) If an FLO and/or FLB evaluation is required, the OIG Component Head shall appoint an FLO and/or FLB to conduct an investigation in accordance with reference (c).
- (a) The FLO and/or FLB shall conduct a detailed and impartial investigation with respect to the property listed on the DD Form 200 in accordance with reference (c).
  - (b) On receiving the FLO and/or FLB evaluation, the OIG Component Head shall review the findings and recommendations of the FLO and or FLB and either concur with the recommendations or make new recommendations.
  - (c) Forward the DD Form 200 to the OGC for legal review. The OGC, shall forward the report and any comments through the AIG-A&M, to the Director, Office of Administration and Management, on conclusion of its review.
- d. The SMD, shall furnish accident reports involving possible claims against the U.S. Government to the U.S. Army Claims Service, Fort Myer, Virginia. Clearance shall be obtained from the U.S. Army Claims Service before delivery of any accident report to a third party, including state or local officials. Drivers shall not make official accident reports available to a claimant or to any individual or representative of any non-DoD organization.
- e. The SMD, shall furnish the manager of the appropriate GSA Interagency Fleet Management Center a copy of the SF 91 and other required documentation for all accidents involving Interagency Fleet Management Center motor vehicles.

f. The OIG is responsible for all costs resulting from loss or damage, including vandalism, theft, and parking lot damage, for all GSA Interagency Fleet Management Center motor vehicles.

**I. Safety and Accident Prevention.** Operators of OIG owned or leased motor vehicles shall:

1. Drive in a defensive manner and obey all traffic laws. The safety of the public and the vehicle occupants is the first priority.

2. Wear a seat belt while operating a vehicle and ensure that all passengers fasten seat belts.

3. Ensure an OIG owned or leased motor vehicle is equipped with sufficient safety equipment before operating the vehicle.

4. Abide by the individual state and local laws in effect for the safe operation of wireless telephones (“wireless telephones” do not include the sector radio system installed in most DIG-INV vehicles). The use of portable hands-free accessory and/or hands-free accessory and/or hands-free car kits for wireless telephones in the OIG government owned and leased motor vehicles is encouraged.

5. Not smoke while in an OIG owned or leased motor vehicle and ensure that no passengers smoke while in the vehicle.

**J. Identification and Marking of Motor Vehicles**

**1. Identification**

a. The OIG owned or leased motor vehicles should display the legend “For Official Use Only” and the title “Department of Defense Office of Inspector General” as required by reference (u). This does not apply to vehicles leased from commercial sources for 60 consecutive days or less and those exempt from identification under the provision of paragraph 7.I.2. When a motor vehicle is permanently disposed of, all vehicle identification prescribed or authorized in reference (k) shall be removed or obliterated.

b. Motor vehicles leased from the GSA shall not have decals, magnetic signs, etc., affixed to any portion of the painted surface or the chromium-plated trim. The only identification markings those motor vehicles shall display are window decals and identification numbers that are displayed on the license plates. The vehicles shall be received from the GSA with a decal in the rear window with the lettering, “FOR OFFICIAL USE ONLY, U.S. GOVERNMENT.” A license plate shall be provided with an eight-digit identification number. No additional markings are required. The first digit of the license shall be a “G,” representing GSA as the leasing agency. The next two digits shall identify the size of the vehicle and the last five digits shall be the serial number.

c. An exception to the above vehicle marking restrictions is any vehicle exempted by the IG. The markings and alterations of GSA vehicles shall be held to a minimum.

d. The above restrictions apply only to GSA acquired motor vehicles and not to those leased directly from a vendor. Vehicles leased directly from a vendor for more than 90 consecutive days may be marked in accordance with paragraph 7.I.1.a.(1). Application and removal of markings on the vehicles shall be subject to the agreement between the lessor and the agency furnishing the vehicles. Maximum use of transparent window decals and other temporary methods of applying markings shall be used to prevent the added cost of removal upon termination of the lease.

## **2. Exemptions from Identification and Marking Procedures**

a. In accordance with reference (k), motor vehicles used for investigative or security purposes or those required to be unidentifiable under the conditions of a Status of Forces Agreement are exempt from identification requirements.

b. The IG or designee may authorize additional exemptions.

## **K. Registration and Inspection of Motor Vehicles**

### **1. License Plates**

a. The OIG owned or leased motor vehicles that are exempt from identification provisions shall be registered and licensed in accordance with the laws of the state, territory, possession, or country involved.

b. Motor vehicles owned by the GSA or private firm exempt from identification provisions and not using the regular license plates of the appropriate state, territory, possession, or country, shall use U.S. Government license plates.

2. **Records.** Each OIG Component Head shall maintain a current record of official Government license plates in use on OIG owned motor vehicles. Such records shall specify, by type and registration number, the motor vehicle to which the plates are assigned and shall include information regarding subsequent reassignment of license plates and void license plates.

## **L. Maintenance Management**

1. **Operator Inspection and Service.** Each time an OIG owned or leased motor vehicle is used, the operator shall inspect the vehicle and identify any malfunctions that render the vehicle unsafe and/or unserviceable. Findings detected by the operator shall be reported immediately to the OIG component Motor Vehicle Control Officer. In addition, minor services may be performed, such as replacement of wipers, fuses, light bulbs, valve caps and servicing water, fuel, tires, and battery.

2. **Scheduled Inspection and Service.** Vehicles shall be inspected periodically by qualified automotive inspection personnel for safety and serviceability, as follows:

a. Safety. All OIG owned or leased motor vehicles shall be inspected for safety at least every 12 months. Safety inspections also shall comply with state and local inspection intervals. Normally, to avoid unnecessary downtime, the safety inspection shall be performed at the time of the scheduled mechanical serviceability inspection, in accordance with manufacturer's recommendations. Where the time intervals of the inspections do not reasonably coincide, the prescribed intervals for the safety inspection shall be followed. Deficiencies that impair the safe operation of the vehicle shall be corrected before returning the vehicle to operational status. The GSA Interagency Fleet Management Center motor vehicles shall be inspected as directed by the GSA.

b. Serviceability. Tune-ups shall be performed at least once every 12,000 miles or 12 months, whichever occurs first. Corrective adjustments and repairs shall be limited to only those items prescribed by the manufacturer, and only to the extent necessary to restore the vehicle to optimum serviceability and safety, consistent with achieving maximum cost effectiveness. The GSA Interagency Fleet Management Center motor vehicles shall be maintained as directed by the GSA. When repairs are required, the operator shall contact the appropriate GSA Interagency Fleet Management Center.

### 3. **Emission Inspection and Maintenance**

a. The OIG owned vehicles shall conform with state and local emission control standards to monitor and analyze emissions. State and local guidelines shall be used in conducting such analyses.

b. Under no conditions shall the vehicle's emission control devices be removed or rendered inoperative. The civil penalty for violating this provision is \$2,500 per vehicle. Violation of the fuels regulations may result in penalties of up to \$10,000 per violation. When performing corrective adjustments and repair actions or tune-ups, engine settings shall not be adjusted outside the manufacturer's recommended specifications, nor shall pollution control equipment (i.e., the catalytic converter, exhaust gas valve, or heated air intake system) be removed or rendered inoperative. An exception to the policy is made for removal of the catalytic converter to prevent vehicle damage outside the United States where only leaded gasoline is available. Outside the United States, compliance with host nation emission control laws shall be governed by terms of the Status of Forces Agreement, stationing agreement or other agreement between the United States and the country involved.

c. **Unscheduled Maintenance Service.** Unscheduled maintenance shall be limited to the correction of specific items reported as deficient and confirmed by the diagnosis of qualified inspection personnel. Other deficiencies observed at the time of an unscheduled service, particularly those affecting safety, shall be corrected.

d. **Preventive Maintenance.** Special attention shall be given to the following steps to ensure vehicles are maintained in a fuel-efficient manner:

- (1) Maintain clean fuel and air filters.
- (2) Maintain clean fuel injection system.
- (3) Use a multi-grade, energy conserving engine oil of the lowest viscosity recommended by the vehicle manufacturer and based on the lowest temperature for the period the oil is in the engine.
- (4) Maintain wheel alignment to the vehicle manufacturer's specifications.
- (5) Maintain the maximum tire pressure recommended by the manufacturer.

4. **Maintenance Facilities.** Vehicle maintenance may be performed at Government or commercial facilities, as directed by the GSA for Interagency Fleet Management Center, interservice support agreements or as approved by the OIG Component Head and funded by the Comptroller. In cases of interservice support agreements or the GSA facilities, maintenance support shall be performed consistent with practices established for their own vehicles, unless otherwise specified in support agreements.

5. **Warranty Provisions.** Motor Vehicle Control Officers shall familiarize themselves with the general provisions of the vehicle warranties for their OIG owned vehicles and the significance of such provisions in reducing maintenance costs.

6. **Vehicle Modifications.** Modification and modernization of OIG owned or leased vehicles shall not be done without written approval from the OIG Component Head. Requests for modification shall be fully justified and limited to those requirements for safety, security, or accomplishment of the mission. Limited modifications for installation of two-way radio service or emergency warning devices may be accomplished but only after due consideration of the cost effectiveness of the action. Modification of the GSA Interagency Fleet Management Center motor vehicles requires the approval of the OIG Component Head and the GSA.

7. **Replacement Criteria**

a. Criteria. Replacement criteria for OIG owned motor vehicles are based on motor vehicle age and accumulated mileage. Minimum replacement standards are identified in reference (1), as shown below:

Vehicle Description	Life Expectancy	
	Years	Miles
Passenger Vehicles	3	60,000
Trucks Less than 12,500 GVWR	6	50,000

b. Exemptions. In accordance with reference (1), if a motor vehicle has been wrecked or damaged beyond economical repair, the vehicle may be replaced without regard to replacement standards after review and approval of the IG, or designee.

8. **Gasoline Use.** As defined in reference (1):

a. Unleaded gasoline shall be used in 1975 or later model year Government-operated motor vehicles designed to operate on such fuel within the United States. For earlier model vehicles within the United States, unleaded or low-leaded content gasoline shall be used unless it is clearly impractical to do so.

b. OIG owned or leased motor vehicles shall also be fueled as stated in the above paragraph unless:

(1) Such use would be in conflict with country-to-country or multinational agreements; or

(2) Such gasoline is not available locally.

c. Self-service gasoline pumps shall be used to purchase fuel at commercial stations.

9. **U.S. Smart Pay Visa Credit Card**

a. In accordance with reference (1), the credit card is authorized to obtain services and supplies from service stations dispensing items and services specified in the Defense Fuel Supply Center publication, "Government Vehicle Operator's Guide--Your Guide to Service Stations for Gasoline, Oil, and Lubrication." The credit card is the only card approved for procurement of gasoline and services. However, use of the credit card is not required when identification as a Government vehicle would interfere with the performance of the mission. The credit cards are furnished with GSA leased vehicles. For all other OIG owned or leased vehicles, the OIG components should submit requests for fuel charge cards to the ALSD. The OIG component Motor Vehicle Control Officer shall establish administrative controls to ensure protection and accountability of the credit cards.

b. When a gas card is not working or if there is a need to maintain undercover identity related to the use of the card, there are two toll free numbers that may be used. The Voyager GSA Smart Pay Credit Card office (1-888-785-1732) will process the gas purchase over the phone if the individual has the make, model, license number of the vehicle, and the Voyager card number. The GSA, working through a commercial contractor (1-800-621-3588), will charge the gas to a VISA card if the individual provides the make, model, license number, and Voyager card number.

**M. Receipt and Turn-in Procedures**

1. Receipt of Leased Vehicles. Receipt for all leased vehicles shall be accomplished by the OIG component Motor Vehicle Control Officer. Copies of receipt documents shall be forwarded to the SMD.

2. Receipt of Seized Vehicles. The OIG Component Head or a senior manager in field locations shall sign for seized vehicles. Copies of receipt documents shall be forwarded to the SMD.

3. Turn-in of Leased Vehicles. The OIG component Motor Vehicle Control Officer shall turn in GSA and other leased vehicles in accordance with the standards and procedures established by the GSA Interagency Fleet Management Center or local lease company. Copies of turn-in documents shall be forwarded to the SMD.

4. Turn-in of All Other Vehicles. The OIG component Motor Vehicle Control Officer shall turn in all other vehicles in accordance with procedures of the nearest Defense Reutilization and Marketing Office and reference (v). Copies of turn-in documents shall be forwarded to the SMD.

**N. Stolen, Damaged or Destroyed Motor Vehicles.** Stolen, damaged, or destroyed motor vehicles shall be reported as stated in paragraph 7.G.2.

**O. Records Retention.** Please refer to the OIG Records Management Manual for specifics on record retention of motor vehicles.

**APPENDIX A  
REFERENCES**

- a. DoD 4000.25-2-M, "Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)," September 2001
- b. DoD 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives," August 2000
- c. DoD 7000.14-R, Volume 12, "DoD Financial Management Regulation", April 1998
- d. DoD 4140.1-R, "DoD Chain Materiel Management Regulation," May 2003
- e. IGDM 5015.2, Records Management Program, June 2000
- f. DoD 7000.14-R, Volume 1-15, "DoD Financial Management Regulations"
- g. Title 31, U.S. Code, Section 1344, "Passenger Carrier Use," as amended
- h. Title 31, U.S. Code, Section 1349, "Adverse Personnel Actions," current edition
- i. Uniform Code of Military Justice
- j. Title 18, U.S. Code, Section 641, "Public Money, Property or Records"
- k. DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," March 1994
- l. Title 41, CFR, Chapter 101, "Federal Property Management Regulations"
- m. Section 303 of Public Law 102-486, "Energy Policy Act of 1992," October 1992
- n. Executive Order 12844, Section 2, "Federal Use of Alternative Fueled Vehicles," April 1993
- o. Executive Order 12003, "Relating to Energy Policy and Conservation," July 1977
- p. GSA Federal Standard 122, "Automobiles, Light Trucks, and Medium Trucks," 1993
- q. DoD Instruction 4515.7, "Use of Motor Transportation and Scheduled DoD Bus Service in the National Capital Region," July 1985
- r. Federal Acquisition Regulation, current edition
- s. DoD Instruction 4000.19, "Interservice and Intergovernmental Support," August 1995



- t. Title 40, U.S.C., Section 491, “Motor Vehicle Pools and Transportation Systems—Establishment,” as amended, January 1998
- u. DoD 4160.21-M, “Defense Materiel Disposition Manual,” August 1997

## APPENDIX B DEFINITIONS

1. **Accountability.** The obligation imposed by lawful order or regulation on an officer or other person for keeping an 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.
2. **Accountable Property.** Defined for the purposes of this Instruction as equipment, furniture, fixtures and other nonexpendable items costing \$5,000 or more; all material that is classified pilferable, sensitive, or requiring inventory control as identified by the SMD; computer hardware, commercially available software; firearms, and motor vehicles.
3. **Accountable Property Officer.** An individual appointed, in writing by the proper authority, who maintains item and/or financial records in connection with OIG accountable property, irrespective of whether the property is in his or her possession for use or storage, or is in the possession of others to whom it has been officially entrusted for use, care, or safekeeping. The accountable property officer may incur “pecuniary liability” for failure to exercise his or her obligation.
4. **Commercially Available Software.** Software developed at private expense and available on the commercial market for purchase (including licensing agreements) from a concern representing itself to have ownership and/or marketing rights in the software. Software furnished as part of the automated data processing system, but separately priced, is included.
5. **Controlled Inventory Items.** Those items designated by the OIG Property Manager as having characteristics that require they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard and/or integrity.
6. **Cyclic Physical Inventory.** A physical inventory of accountable property scheduled and conducted on a 3-year cycle.
7. **Financial Liability Officer/Board.** An individual/board appointed, in writing, to conduct an investigation to determine responsibility for loss, damage, or destruction of OIG accountable property. Individuals so appointed shall not be the accountable or responsible officer, or have any direct interest in the property being surveyed. The appointing authority may act as the financial liability officer.
8. **Firearms (Previously referred to as Small Arms Weapons).** Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler, or firearm silencer; or any destructive device.

9. **Government Office Equipment including Information Technology.** This includes, but is not limited to, personal computers and related peripheral equipment and software, the local area network (LAN), telephones, facsimile machines, photocopiers, office supplies, internet connectivity, and access to internet services, and e-mail.
10. **Gross Negligence.** An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered. Is accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.
11. **Hand Receipt.** A document used to acknowledge receipt of OIG accountable property assigned to an individual for his or her use.
12. **Hand Receipt Holder (Previously referred to as Property Custodian).** Changed to be consistent with DPAS). An individual appointed (in writing by proper authority) to exercise proper custody, care, and safekeeping of OIG accountable property entrusted to his or her possession or under his or her supervision. He or she may incur pecuniary liability for losses because of failure to exercise his or her obligation.
13. **Hand Receipt Holder Area.** A subdivision of a property accountability area, defined by organizational and geographical limits, for which a Hand Receipt Holder has been designated. The number of Hand Receipt Holder areas appropriate for any given accountable area is left to the discretion of the Accountable Property Officer. Each item of property and/or equipment must be assigned, for custodial control purposes, to a designated Hand Receipt Holder.
14. **Hand Receipt Holder Report.** The DPAS generated report that identifies accountable property in the system for a specific Hand Receipt Holder's area.
15. **Information Technology.** Any equipment or interconnected system or subsystem of equipment that is used in automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission, or reception of data or information.
16. **Liability.** The state of being responsible or answerable for loss, damage or destruction of OIG accountable property.
17. **Misuse.** Activity that is conducted for purposes other than accomplishing official or otherwise authorized activity. OIG employees are specifically prohibited from using Government property to maintain or support a personal private business. Examples of this prohibition include employees using a Government computer and internet connection to run a tax practice or investment service. The ban on using Government property to support a personal private business also includes employees using Government office equipment to assist relatives, friends, or other persons in such activities.

18. **Motor Vehicle Accident.** An occurrence involving a motor vehicle resulting from a collision with another moving or stationary object, an upset, falling or flying object, fire, flood, lightning, earthquake, or other Acts of God. Mechanical failures resulting from operator abuse or negligence are not considered to be accidents under this definition.
19. **Nonexpendable Property.** Owned or leased equipment or furnishings that do not lose identity through use.
20. **Pecuniary Liability.** The statutory obligation of an individual to reimburse the OIG for loss, damage, or destruction of OIG accountable property resulting from his or her negligence.
21. **Physical Inventory.** The process involves conducting an inventory of all OIG owned accountable property and comparing the inventory with the OIG component property records at least every 3 years. The objective is to ensure the records and accountable property are in agreement.
22. **Pilferable Items.** Material having a ready resale value or application to personal possession and that are, therefore, especially subject to theft.
23. **Probable Cause.** Reasonable grounds for belief, especially on justifying legal procedures against a person.
24. **Property.** Anything that is owned. The term is confined to tangible materials.
25. **Property Reconciliation.** The process involves annually reconciling the appropriate segment of the OIG database with hand receipt, transfer, and turn-in records. The objective is to ensure all transactions for the reporting year are properly recorded in the DPAS.
26. **Proximate Cause.** The cause which, in a natural and continuous sequence unbroken by a new cause, produces the loss or damage and without which the loss or damage would not have occurred. The primary moving cause or the predominating cause, from which the injury follows as a natural, direct, and immediate consequence, and without which it would not have happened.
27. **Residence.** A place or residence, regardless of the location, excluding temporary duty residences.
28. **Responsible Person.** An individual issued OIG accountable property for use in the performance of his or her duties who is responsible for exercising proper care and safekeeping of the property. He or she may incur pecuniary liability for losses because of failure to exercise his or her obligation.
29. **Responsibility.** An obligation for which an individual is answerable or liable.
30. **Seized Property.** Any property, substance, or funds seized or forfeited pursuant to a criminal investigation.

31. **Sensitive Items.** Material that requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items, precious metals, items of high dollar value, highly technical or hazardous in nature, and firearms, ammunition, explosives, and demolition material.
32. **Simple Negligence.** The failure to act as a reasonable, prudent person would act under similar circumstances. Failure to comply with existing laws or regulations may be considered as evidence, and the negligence must have been the proximate cause.
33. **Turn-in.** The transfer of OIG accountable property to any activity authorized to receive Government property for disposal or reissue to other Government activities.
34. **Willful Misconduct.** Intentional damage, destruction, or loss of OIG property.
35. **Wrongful Disposition.** Sale or disposition of OIG property without proper authority and/or unwarranted use of the property.

**APPENDIX C  
ACRONYMS**

AIG-A&M	Assistant Inspector General for Administration and Management
ALSD	Administration and Services Directorate
APOF	Accountable Property Officer for Firearms
ASD	Administrative Services Division
BATF	Bureau of Alcohol, Tobacco and Firearms
DIG-INV	Deputy Inspector General for Investigations
DoD OIG	Department of Defense Office of Inspector General
DPAS	Defense Property Accountability System
DRMO	Defense Reutilization Service
FLB	Financial Liability Board
FLO	Financial Liability Officers
GSA	General Service's Administration
IRS	Internal Revenue Service
ISD	Information Systems Directorate
NCIC	National Crime Information Center
OGC	Office of the General Council
OSD	Office of the Secretary of Defense
PAO	Property Accountable Officer
PMB	Property Management Branch
SMD	Supply Management Division
UIC	Unit Identification Code

**APPENDIX D  
DESIGNATION OF RESPONSIBILITY FOR SELECTING  
AND APPOINTING FLOS AND FLBS MEMORANDUM**

(Date)

MEMORANDUM FOR (OIG Component Head Title and Name)

SUBJECT: Designation of Responsibility for Selecting and Appointing Financial Liability Officers (FLOs) and Financial Liability Boards (FLBs)

In accordance with IGDINST 4140.1, Property Management Program, you are hereby designated responsibility for selecting and appointing Financial Liability Officers and Financial Liability Boards.

IG Signature

**APPENDIX E  
APPOINTMENT AS FINANCIAL LIABILITY  
OFFICER MEMORANDUM**

(Date)

MEMORANDUM FOR (Individual Appointed by Name and Title)

SUBJECT: Appointment as Financial Liability Officer

In accordance with IGDINST 4140.1, *Property Management Program*, you are hereby appointed this date to serve as the Financial Liability Officer to investigate and to establish the liability concerning the accountable property as described on the attached DD Form 200. (*Attach the applicable completed DD Form 200.*)

Your responsibilities as a Financial Liability Officer are contained in DoD Financial Management Regulation 7000.14-R, Volume 12, Chapter 7, and IGDINST 4140.1.

Unless I indicate to the contrary, you will perform your Financial Liability Officer responsibilities as your primary duty until the investigation is completed.

OIG Component Head Signature



**APPENDIX F  
APPOINTMENT TO FINANCIAL LIABILITY  
BOARD MEMORANDUM**

(Date)

MEMORANDUM FOR (Individuals Appointed by Name and Title)

SUBJECT: Appointment to Financial Liability Board

In accordance with IGDINST 4140.1, *Property Management Program*, you are hereby appointed to serve as an official on the Financial Liability Board formed this date to investigate and to establish the liability concerning the accountable property as described in the attached DD Form 200. (*Attach the applicable completed DD Form 200.*)

Your responsibilities as a Financial Liability Officer are contained in the DoD Financial Management Regulation 7000.14-R, Volume 12, Chapter 7, and IGDINST 4140.1.

Unless I indicate to the contrary, you will perform your responsibilities as an official on the Financial Liability Board as your primary duty until the investigation is completed.

OIG Component Head

**APPENDIX G  
APPOINTMENT OF ACCOUNTABLE PROPERTY OFFICER  
OR HAND RECEIPT HOLDER MEMORANDUM**

(Date)

MEMORANDUM FOR (Individual Appointed)

SUBJECT: Appointment of Accountable Property Officer (or Hand Receipt Holder)

In accordance with IGDINST 4140.1, *Property Management Program*, you are hereby appointed Accountable Property Officer (or Hand Receipt Holder) for the (component, e.g., Directorate, Branch, etc.). Your Hand Receipt Holder area includes (*indicate the specific areas to be covered*).

OIG Component Head Signature

**APPENDIX H  
APPOINTMENT AS MOTOR VEHICLE  
CONTROL OFFICER MEMORANDUM**

(Date)

MEMORANDUM FOR (Individual Appointed by Name and Title)

SUBJECT: Appointment as Motor Vehicle Control Officer

In accordance with IGDINST 4140.1, *Property Management Program*, you are hereby appointed this date to serve as the Motor Vehicle Control Officer responsible for ensuring adherence to the provisions of IGDINST 4140.1 regarding motor vehicle management.

OIG Component Head Signature

**APPENDIX I  
INVESTIGATING OFFICER NOTIFICATION TO INDIVIDUAL  
WHEN FINANCIAL LIABILITY IS BEING RECOMMENDED MEMORANDUM**

(Date)

MEMORANDUM FOR *(NAME OF INDIVIDUAL)*

SUBJECT: Financial Liability Investigation of Property Loss Report  
*(number), (\$ amount)*

You are hereby notified that you are being recommended for financial liability to the United States Government in the amount of *(\$ amount)* for losses investigated under the attached subject report..

Your attention is invited to DoD 7000.14-R, Volume 12, Chapter 7, dated April 1998, which outlines your rights relative to this matter. Briefly, you have the right to:

1. Review the report of investigation and obtain copies, if you wish.
2. Submit new evidence and/or a rebuttal statement to the approving authority within 10 working days from the date of this memorandum. For individuals assigned to the OIG offices outside the National Capital Region, the time is 20 working days. Extensions must be requested in writing.
3. Obtain legal advice.

Please sign block 16b of the attached report to acknowledge understanding of your legal rights explained above.

(Investigating Officer Signature)

Attachment: a/s

**APPENDIX J**  
**APPROVING AUTHORITY NOTIFICATION TO INDIVIDUAL**  
**WHEN FINANCIAL LIABILITY HAS BEEN ASSESSED MEMORANDUM**

(Date)

MEMORANDUM FOR *(NAME OF INDIVIDUAL)*SUBJECT: Financial Liability Investigation of Property Loss Report  
*(number), (\$ amount)*

You are hereby notified that financial liability has been assessed against you by the United States Government in the amount of *(\$ amount)* for losses investigated under subject report.

Your attention is invited to DoD 7000.14-R, Volume 12, Chapter 7, dated April 1998, which outlines your rights relative to this matter. Briefly, you have the right to:

1. Review the report of investigation and obtain copies if you wish.
2. Obtain legal advice.
3. Request reconsideration of the assessment of financial liability. This request may only be submitted on the basis of legal error.
4. Request a hearing concerning the amount of the debt, or the terms of any proposed repayment schedule (civilian employees only). Note: Military personnel must submit their request to the appropriate Board for Correction of Military Records. A request for hearing will not be considered until a request for reconsideration concerning the existence of the debt has been adversely acted on by the approving authority.
5. Submission of a request for reconsideration or a hearing 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.
6. You have 10 working days from the date of this memorandum to submit a request for reconsideration to the *(name and office of approving authority)*.
7. Should your request for reconsideration be denied, you have an additional 10 working days from the date of the reconsideration denial to submit a request for a hearing to the *(name and address of servicing Defense Finance Accounting Service (DFAS))*.
8. When the rights in paragraph 2(a) through (g) 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 to determine how to avoid possible interest and/or penalty charges if payment is not immediately made.

Should you have any questions concerning these rights, you may contact the Agency's Accountable Property Officer *(name, office, and phone number)*.

(Approving Authority Signature)

**APPENDIX K  
INDIVIDUAL REQUEST FOR RECONSIDERATION OF APPROVING  
AUTHORITY DECISION MEMORANDUM**

(Date)

MEMORANDUM FOR *(Insert Addressee)*

SUBJECT: Request for Reconsideration, Financial Liability Investigation of Property Loss Report, *(number, (\$ amount)*

I hereby request reconsideration of the assessment of financial liability against me for losses investigated under subject report.

When you request reconsideration of the assessment of financial liability, you must enclose:

1. A statement of the reason(s) 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.
2. Copies of any pertinent records you wish to have considered if they differ from those records previously provided to you by the approving authority.

(Individual Request Signature)

**APPENDIX L  
REQUEST FOR A HEARING (CIVILIAN EMPLOYEES ONLY)  
MEMORANDUM**

(Date)

MEMORANDUM FOR (INSERT ADDRESSEE)

SUBJECT: Request for Hearing, Financial Liability, Investigation of Property Loss Report  
(Insert number, (\$ amount))

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

1. ( ) To contest the validity of the debt for salary offset purposes.
2. ( ) To contest the amount of the debt.

To request a hearing based on 1 and/or 2 above, you must enclose, as a minimum, the following information:

a. 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. Include a complete description of the facts, evidence and a summary of the testimony of witnesses.

b. Copies of any pertinent records you wish to have considered at the hearing, if they differ from those previously provided to you by the Creditor Component.

3. ( ) To contest the terms of the offset schedule proposed by the Creditor Component.

To request a hearing based on 3 above, you must enclose, as a minimum, the following information:

a. Your proposed alternative offset schedule, i.e., how much you can repay each month.

b. An affidavit of financial status obtained from the servicing Defense Finance Accounting Service (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.

(Civilian Employee Signature)

**Figure 1-1  
OIG PERSONNEL CHECKOUT SHEET (IG FORM 1400.296)**

OFFICE OF INSPECTOR GENERAL PERSONNEL CHECKOUT SHEET		
<p align="center"><b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b></p> <p>1. <b>AUTHORITY</b> 5 USC 3301. Examination, Certificate and Appointment in Civil Service</p> <p>2. <b>PRINCIPAL PURPOSE:</b> To be used by employees who are separating to certify the return of property, to ensure employee is absent of any indebtedness to the IG and to complete an exit security debriefing. This checkout sheet will be retained by the Human Capital Management Directorate (HCMD) for 3 years after the employee's separation.</p> <p>3. <b>ROUTINE USES.</b> To be used by separating employees of the Office of the Inspector General.</p> <p>4. <b>MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:</b> Disclosure of information is voluntary. However, if HCMD cannot identify you, your pay could be delayed.</p>		
LAST NAME, FIRST NAME, MIDDLE INITIAL	SERIES, GRADE, OR RANK	SSN
ACTIVITY		DATE OF CHECKOUT
REASON FOR SEPARATION <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Resignation <input type="checkbox"/> Other (Specify) _____		NEW EMPLOYER
<b>SECTION I. - CHECKLIST</b>		
PLEASE TAKE THIS CHECKLIST TO THE OFFICES LISTED BELOW FOR CERTIFICATION OF PROPERTY RETURN, THE ABSENCE OF INDEBTEDNESS, AND FOR EXIT BRIEFING. AFTER COMPLETION, RETURN TO THE HUMAN CAPITAL MANAGEMENT DIRECTORATE FOR FINAL ACTION.		
LOCATION	ROOM NO.	SIGNATURE
Component Point of Contact for the IG Locator.	IG DIRECTORATE	
EQUAL EMPLOYMENT OPPORTUNITY Exit Interview	752	
OFFICE OF THE COMPTROLLER Metro card	470	
INFORMATION SYSTEMS Passwords eliminated; computer equipment returned, NAAR Completed	442	
TELECOMMUNICATIONS Pagers, cellular phones	442	
TRAVEL OFFICE Government Charge Card, Passport, Outstanding Authorizations, Advances, Travel Debts, etc.	226	
OCCUPANT EVACUATION COORDINATOR	222	
OIG TOP SECRET CONTROL OFFICE (TSCO) Turn in Classified Material	226	
FACILITIES OFFICE Parking Permit Keys: Office, Building Entrance	226	
COMPONENT ACCOUNTABLE PROPERTY OFFICER /HAND RECEIPT HOLDER (APO/HR) Property Accountability Hand Receipts Property Passes	DIVISION	
PROPERTY OFFICE (Must first check-out with above Component APO/HR holder.) Turn-in Emergency Personal Care Kit and Emergency Escape Mask Live Mask Serial #: _____ Trainer Mask Serial #: _____	115	
PURCHASE CARD COORDINATOR	115	

IG FORM 1400.296 FEB 06 (EG)

(PREVIOUS EDITIONS OBSOLETE)



**Figure 1-1 (con't)  
OIG PERSONNEL CHECKOUT SHEET (IG FORM 1400.296)**

OFFICE OF INSPECTOR GENERAL PERSONNEL CHECKOUT SHEET (cont.)		
SECTION II. COMPONENT HEAD CERTIFICATION		
<p><b>THE FOLLOWING ITEMS HAVE BEEN COMPLETED:</b></p> <ul style="list-style-type: none"> <li>A. SF 52, Request for Personnel Action, submitted to the Human Capital Management Directorate. (Military - N/A)</li> <li>B. Appropriate timekeeper notified. (Military - N/A)</li> <li>C. Employee has surrendered all classified documents in his/her possession.</li> <li>D. Requested safe combination change.</li> <li>E. Keys to desk/door/equipment have been returned.</li> <li>F. Property assigned to employee has been turned in and accountability has been transferred back to the organization (e.g., dictionaries, calculators, briefcases, catalog cases, DoD telephone directories, etc.).</li> <li>G. Credential/passport returned.</li> <li>H. Telephone directory change has been requested.</li> <li>I. Credit cards (if applicable)/metro card returned.</li> </ul>		
TYPE/PRINT NAME	SIGNATURE	DATE
SECTION III. OUTPROCESSING		
CHECKLIST	ROOM NO.	SIGNATURE
<b>SECURITY</b> Security Debriefing DoD Building Pass Surrender IG Identification Card ( IG Form 17) Credentials Courier Authorization	130	
<b>TRAINING &amp; DEVELOPMENT CENTER</b>	501	
<b>PAYROLL CUSTOMER SERVICE REPRESENTATIVE</b>	115	
<b>EMPLOYMENT AND PERSONNEL SYSTEMS</b>	115	(LAST STOP)
<p>Exit Interview:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SF 52 received to separate.</li> <li><input type="checkbox"/> Online "Exit Interview Survey" at <a href="https://intra.dodig.mil/OCoS/HCMD">https://intra.dodig.mil/OCoS/HCMD</a>.</li> <li><input type="checkbox"/> SF 278 received from SES employees departing.</li> <li><input type="checkbox"/> DoD Directive 5500.7 and post employment exit briefing paper provided to employee subject to post employment instructions.</li> </ul>		

IG FORM 1400.296 FEB 06 (Back)

**Figure 2-1  
System Authorization Access Request (SAAR) (DD Form 2875) (Front)**

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
<b>PRIVACY ACT STATEMENT</b>			
AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID _____			DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)	
<b>PART I (To be completed by Requestor)</b>			
1. NAME (Last, First, Middle Initial)		2. SOCIAL SECURITY NUMBER	
3. ORGANIZATION	4. OFFICE SYMBOL/DEPARTMENT	5. PHONE (DSN or Commercial)	
6. OFFICIAL E-MAIL ADDRESS		7. JOB TITLE AND GRADE/RANK	
8. OFFICIAL MAILING ADDRESS		9. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	10. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
<b>USER AGREEMENT</b>			
I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.			
IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training.    DATE (YYYYMMDD) _____			
11. USER SIGNATURE		12. DATE (YYYYMMDD)	
<b>PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</b>			
13. JUSTIFICATION FOR ACCESS			
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER _____			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name)	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER	
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER	25. DATE (YYYYMMDD)

DD FORM 2875, APR 2005

PREVIOUS EDITION IS OBSOLETE.

**Figure 2-1  
System Authorization Access Request (SAAR) (DD Form 2875) (Reverse)**

26a. NAME (Last, First, Middle Initial)		26b. SOCIAL SECURITY NUMBER	
27. OPTIONAL INFORMATION (Additional information)			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	SYSTEM	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)	

DD FORM 2875 (BACK), APR 2005

**Figure 3-1**  
**Firearms Accountable Property Transaction (IG Form 4140.1-8)**

<b>FIREARMS  ACCOUNTABLE PROPERTY TRANSACTION</b>	
<b>1. TYPE OF ACTION:</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> Issue <input type="checkbox"/> Turn-In <input type="checkbox"/> Transfer/Shipment* </div> <p style="margin-top: 5px;">*USPS/Fedex Tracking Number: _____</p>	
<b>2. FIREARMS IDENTIFICATION:</b> <div style="float: right; margin-top: 10px;">Date: <u>11/30/00</u></div> <div style="margin-top: 10px;"> <p>Manufacturer: _____</p> <p>Model: _____</p> <p>Serial Number: _____</p> </div>	
<b>3. FROM:</b> <div style="margin-top: 10px;"> <p>Hand Receipt Account Number: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Individual: _____</p> <p style="text-align: center; font-size: small;">(Signature)</p> <p>_____</p> <p style="text-align: center; font-size: small;">(Typed/Printed Name)</p> </div> <div style="width: 45%; text-align: right;"> <p>_____</p> <p style="text-align: center; font-size: small;">(Accountable Property Officer's Signature)</p> </div> </div>	
<b>4. TO:</b> <div style="margin-top: 10px;"> <p>Hand Receipt Account Number: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Individual: _____</p> <p style="text-align: center; font-size: small;">(Signature)</p> <p>_____</p> <p style="text-align: center; font-size: small;">(Typed/Printed Name)</p> </div> <div style="width: 45%; text-align: right;"> <p>_____</p> <p style="text-align: center; font-size: small;">(Accountable Property Officer's Signature)</p> </div> </div>	
<b>5. APPROVAL:</b> <div style="text-align: center; margin-top: 10px;"> <p>_____</p> <p style="font-size: small;">(Signature)</p> <p style="font-size: small;">Accountable Property Officer for Firearms (APOF)</p> </div>	<b>6. DPAS PROCESSED:</b> <div style="text-align: center; margin-top: 10px;"> <p>_____</p> <p style="font-size: small;">(Initials/Signature)</p> </div> <p>Date: _____</p>

IG FORM 4140.1-8, November 2000

**Figure 3-2**  
**Financial Liability Investigation of Property Loss (DD Form 200)**

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
<b>PRIVACY ACT STATEMENT</b>							
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397. PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				ROUTINE USE(S): None. DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYYYMMDD)			
4. NATIONAL STOCK NO.		5. ITEM DESCRIPTION		6. QUANTITY		7. UNIT COST	8. TOTAL COST
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <i>(Attach additional pages as necessary)</i>				<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED	
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES <i>(Attach additional pages as necessary)</i>							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				b. TYPED NAME <i>(Last, First, Middle Initial)</i>		c. DSN NUMBER	
				d. SIGNATURE		e. DATE SIGNED	
12. (X one)	RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)			REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one)	b. COMMENTS/RECOMMENDATIONS						
<input type="checkbox"/> YES <input type="checkbox"/> NO							
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				d. TYPED NAME <i>(Last, First, Middle Initial)</i>		e. DSN NUMBER	
				f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE			c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)		
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE					<input type="checkbox"/> YES <input type="checkbox"/> NO		
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				e. TYPED NAME <i>(Last, First, Middle Initial)</i>		f. DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE			c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)		
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE					<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				e. TYPED NAME <i>(Last, First, Middle Initial)</i>		f. DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.





Figure 3-3  
Bureau of Alcohol, Tobacco, and Firearms Munitions Loss Worksheet (ATF Form 3270.19)

DEPARTMENT OF THE TREASURY - BUREAU OF ALCOHOL, TOBACCO AND FIREARMS <b>MUNITIONS LOSS WORKSHEET</b>		ATF LOSS NUMBER (ATF use only)						
<b>SECTION A</b>								
1. DOD INVESTIGATIVE AGENCY SUBMITTING FORM (include specific office, case agent's name, & telephone number)								
2. INVESTIGATION/CASECONTROL # (if applicable)	3. TYPE OF INCIDENT <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="text-align: center; padding: 2px;">THEFT</td> <td style="text-align: center; padding: 2px;">EXPLOSIVES</td> </tr> <tr> <td style="text-align: center; padding: 2px;">LOSS</td> <td style="text-align: center; padding: 2px;">FIREARMS</td> </tr> <tr> <td style="text-align: center; padding: 2px;">OTHER</td> <td style="text-align: center; padding: 2px;">AMMUNITION</td> </tr> </table>	THEFT	EXPLOSIVES	LOSS	FIREARMS	OTHER	AMMUNITION	4. DATE WHEN OCCURRED (if unknown, provide date when discovered)
THEFT	EXPLOSIVES							
LOSS	FIREARMS							
OTHER	AMMUNITION							
5. MILITARY ORGANIZATION OR DOD ELEMENT WHICH IS VICTIM OF THEFT/LOSS (name, address, city, county, state, country)	6. LOCATION WHERE INCIDENT OCCURRED (base/street address, building #, city, county, state, country)							
7. DETAILS (check all that apply)								
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> CLASSIFIED (if checked, indicate classification level) _____  <input type="checkbox"/> INVENTORY LOSS  <input type="checkbox"/> TRAINING LOSS  <input type="checkbox"/> OPERATIONAL LOSS  <input type="checkbox"/> LOSS DURING TRANSPORTATION  <input type="checkbox"/> THEFT FROM MAGAZINE, IGLOO, BUNKER  <input type="checkbox"/> THEFT FROM ARMORY, ARMS ROOM  <input type="checkbox"/> THEFT FROM PERSON  <input type="checkbox"/> ARMED ROBBERY  <input type="checkbox"/> ATTEMPTED ARMED ROBBERY                         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> FORCED ENTRY  <input type="checkbox"/> ATTEMPTED FORCED ENTRY  <input type="checkbox"/> NARCOTICS RELATED  <input type="checkbox"/> EVIDENCE OF TERRORIST INVOLVEMENT  <input type="checkbox"/> EVIDENCE OF FIREARMS/MUNITIONS TRAFFICKING  <input type="checkbox"/> EVIDENCE OF TAKING ITEMS ACROSS INTERNATIONAL BORDERS  <input type="checkbox"/> OTHER                         </td> </tr> </table>			<input type="checkbox"/> CLASSIFIED (if checked, indicate classification level) _____ <input type="checkbox"/> INVENTORY LOSS <input type="checkbox"/> TRAINING LOSS <input type="checkbox"/> OPERATIONAL LOSS <input type="checkbox"/> LOSS DURING TRANSPORTATION <input type="checkbox"/> THEFT FROM MAGAZINE, IGLOO, BUNKER <input type="checkbox"/> THEFT FROM ARMORY, ARMS ROOM <input type="checkbox"/> THEFT FROM PERSON <input type="checkbox"/> ARMED ROBBERY <input type="checkbox"/> ATTEMPTED ARMED ROBBERY	<input type="checkbox"/> FORCED ENTRY <input type="checkbox"/> ATTEMPTED FORCED ENTRY <input type="checkbox"/> NARCOTICS RELATED <input type="checkbox"/> EVIDENCE OF TERRORIST INVOLVEMENT <input type="checkbox"/> EVIDENCE OF FIREARMS/MUNITIONS TRAFFICKING <input type="checkbox"/> EVIDENCE OF TAKING ITEMS ACROSS INTERNATIONAL BORDERS <input type="checkbox"/> OTHER				
<input type="checkbox"/> CLASSIFIED (if checked, indicate classification level) _____ <input type="checkbox"/> INVENTORY LOSS <input type="checkbox"/> TRAINING LOSS <input type="checkbox"/> OPERATIONAL LOSS <input type="checkbox"/> LOSS DURING TRANSPORTATION <input type="checkbox"/> THEFT FROM MAGAZINE, IGLOO, BUNKER <input type="checkbox"/> THEFT FROM ARMORY, ARMS ROOM <input type="checkbox"/> THEFT FROM PERSON <input type="checkbox"/> ARMED ROBBERY <input type="checkbox"/> ATTEMPTED ARMED ROBBERY	<input type="checkbox"/> FORCED ENTRY <input type="checkbox"/> ATTEMPTED FORCED ENTRY <input type="checkbox"/> NARCOTICS RELATED <input type="checkbox"/> EVIDENCE OF TERRORIST INVOLVEMENT <input type="checkbox"/> EVIDENCE OF FIREARMS/MUNITIONS TRAFFICKING <input type="checkbox"/> EVIDENCE OF TAKING ITEMS ACROSS INTERNATIONAL BORDERS <input type="checkbox"/> OTHER							
8. ADDITIONAL DETAILS (identification of suspects, unique aspects, etc.)								

(OVER)

**Figure 3-3  
Bureau of Alcohol, Tobacco, and Firearms Munitions Loss Worksheet (ATF Form 3270.19)  
(Reverse)**

INVESTIGATION/CASE CONTROL #			
<b>SECTION B: EXPLOSIVE ORDNANCE- IN THIS SECTION ALSO INCLUDE AMMUNITION OVER .50 CALIBER, AND ALL DEMOLITION MATERIALS</b>			
1. NOMENCLATURE		2. NSN/FSN	
		3. DODIC	
4. QUANTITY	5. LOT NUMBER	6. SOURCE AND/OR MANUFACTURER	
		7. DATE LOADED	
8. ADDITIONAL COMMENTS OR PART NUMBERS			

<b>SECTION C: FIREARMS</b>			
1. NOMENCLATURE		2. NSN/FSN	
		3. TYPE	
4. CALIBER OR GAUGE		5. MODEL NUMBER	
		6. QUANTITY	
7. SERIAL NUMBERS		8. SOURCE AND/OR MANUFACTURER	
9. WAS AN NCIC ENTRY MADE (all firearms should be entered into NCIC as lost or stolen) <input type="checkbox"/> YES <input type="checkbox"/> NO		10. ORI CODE OF ENTERING AGENCY	
11. ADDITIONAL COMMENTS			

<b>SECTION D: AMMUNITION- TO INCLUDE ALL AMMUNITION .50 CALIBER AND UNDER</b>			
1. NOMENCLATURE		2. CALIBER	
		3. TYPE (ex: ball, tracer, AP-T, etc)	
4. NSN/FSN		5. DODIC	
		6. LOT NUMBER	
7. QUANTITY		8. SOURCE AND/OR MANUFACTURER	
9. ADDITIONAL COMMENTS			



**Figure 4-1  
Accountable Property Transaction Document (IG Form 4140.1-2)**

<b>ACCOUNTABLE PROPERTY TRANSACTION DOCUMENT</b>		
<p align="right">Transaction Date: <u>09/26/2006</u></p>		
<p> <input type="checkbox"/> ISSUE    <input type="checkbox"/> TRANSFER    <input type="checkbox"/> SERVICEABLE TURN-IN    <input type="checkbox"/> NON-SERVICEABLE TURN-IN         </p>		
<p><b>SECTION 1. Type of Transaction</b></p>	<p><b>SECTION 3. Equipment Manufacturer</b></p> <p> <input type="checkbox"/> COMPAQ    <input type="checkbox"/> PANASONIC  <input type="checkbox"/> DELL    <input type="checkbox"/> VIEWSONIC  <input type="checkbox"/> HEWLETT-PACKARD  <input type="checkbox"/> NEC  <input type="checkbox"/> OTHER _____ <i>(Specify)</i> </p>	<p><b>SECTION 4. Specific Identification</b></p> <p>MODEL: _____</p> <p>BARCODE: _____</p> <p>SERIAL NUMBER: _____</p> <p>NEW ITEM COST: _____</p>
<p><b>SECTION 2. Type of Equipment</b></p> <p> <input type="checkbox"/> DESKTOP CPU  <input type="checkbox"/> MONITOR  <input type="checkbox"/> NOTEBOOK COMPUTER  <input type="checkbox"/> PRINTER <i>(Specify Type (Laser, Ink Jet, Color) etc.)</i>  <input type="checkbox"/> OTHER _____ <i>(Specify)</i> </p>	<p><b>SECTION 6. Thru Account (Transitory)</b></p> <p>Account Code: _____ Room No: _____</p> <p>Property Holder/ Custodian: _____ <i>(Type / Print Name)</i></p> <p>Signature: _____ Date: _____</p> <p>User Logon ID: _____</p> <p>Phone Number: _____</p>	<p><b>SECTION 7. Receiving Acct. (To/End User)</b></p> <p>Account Code: _____ Room No: _____</p> <p>Property Holder/ Custodian: _____ <i>(Type / Print Name)</i></p> <p>Signature: _____ Date: _____</p> <p>User Logon ID: _____</p> <p>Phone Number: _____</p>
<p><b>SECTION 5. Losing Account (From)</b></p> <p>Account Code: _____ Room No: _____</p> <p>Property Holder/ Custodian: _____ <i>(Type / Print Name)</i></p> <p>Signature: _____ Date: _____</p> <p>User Logon ID: _____</p> <p>Phone Number: _____</p>		
<p><b>SECTION 8. Comments:</b></p>		

Figure 4-2  
Requisition and Invoice/Shipping Document (DD Form 1149)

**REQUISITION AND INVOICE/SHIPPING DOCUMENT**

OMB No. 0704-0246  
OMB Approval Expires Apr 30, 2009

**PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.**

1. FROM: (Include ZIP Code) 5. REQUISITION NO. 6. REQUISITION NUMBER

2. TO: (Include ZIP Code) 7. DATE MATERIAL REQUIRED (YYYYMMDD) 8. PRIORITY

9. AUTHORITY OR PURPOSE

10. SIGNATURE 11a. VOUCHER NUMBER & DATE (YYYYMMDD)

12. DATE SHIPPED (YYYYMMDD) b.

13. MODE OF SHIPMENT 14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS DATA

ITEM NO.	(a)	(b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER NOS. (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)	AMOUNT
16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO										
17. SPECIAL HANDLING										
18. ISSUED BY										
19. CONTAINERS RECEIVED EXCEPT AS NOTED										
20. RECIPIENT'S VOUCHER NO.										
21. CHECKED BY										
22. PACKED BY										
23. TOTAL										

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

DD FORM 1149, JUL 2006 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100







Figure 7-1  
OIG Vehicle Log (IG Form 4140-1-7)

OIG VEHICLE LOG													
OFFICE: _____ OWNERSHIP: _____													
1. Vehicle Description				2. Registration or Serial No				3. Next Service or Lubrication					
								a. Type		b. Miles		c. Date	
4. Vehicle Usage													
a. Date	b. Time in / out	c. Mileage			d. Destination	e. Fuel Consumption	f. Fuel Cost	g. Lubrication Added	h. Lube Cost	i. Type of Repair	j. Date of Repairs	k. Repair Cost	l. Signature of Vehicle Operator
		Begin	End	Total									
5. REMARKS:													

Figure 7-2  
 Accident-Identification Card (DD Form 518)

<b>ACCIDENT-IDENTIFICATION CARD</b>	
<i>(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974-SEE REVERSE)</i>	
Any correspondence regarding accident should be addressed to:	
MAKE REFERENCE TO	
DATE OF ACCIDENT	
MAKE AND TYPE OF VEHICLE	
REGISTRATION NO.	
DRIVER <i>(Last name-first name-initial)</i>	
SSN	GRADE
ORGANIZATION	

DD FORM 518 1 OCT 78 PREVIOUS EDITION IS OBSOLETE.

<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> <i>Sec 638a, Title 31, USC and EO 9397.</i></p> <p><b>PRINCIPAL PURPOSE:</b> <i>To provide persons involved in an accident with a DoD owned/ leased vehicle the identity of the person with the authority to act on the matter.</i></p> <p><b>ROUTINE USES:</b> <i>Placed in each vehicle for purpose stated above. When a DoD vehicle is involved in an accident, the driver provides the other party(s) with a properly executed DD Form 518. The SSN is requested because of similarity of names, to further identify the driver of the DoD vehicle.</i></p> <p><b>DISCLOSURE IS VOLUNTARY.</b> <i>No disciplinary action is taken in cases where the SSN is not provided.</i></p>
---

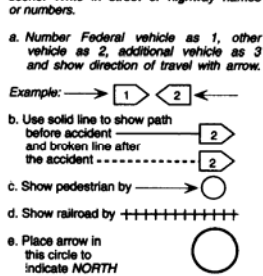
\*U.S. Government Printing Office: 1994 — 300-727/90377







Figure 7-3.  
Motor Vehicle Accident Report (Standard Form 91) (Page 2)

SECTION IV - ACCIDENT TIME AND LOCATION <i>(Use Section VIII if additional space is needed.)</i>																													
47. DATE OF ACCIDENT	48. PLACE OF ACCIDENT <i>(Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (Industrial, business, residential, open country, etc.); Road description).</i>																												
49. TIME OF ACCIDENT AM PM																													
50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED <i>Use one of these outlines to sketch the scene. Write in street or highway names or numbers.</i>		51. POINT OF IMPACT <i>(Check one for each vehicle)</i>																											
<p>a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.</p> <p>Example: → 1 ← 2 ←</p> <p>b. Use solid line to show path before accident and broken line after the accident</p> <p>c. Show pedestrian by ○</p> <p>d. Show railroad by ++++++</p> <p>e. Place arrow in this circle to indicate NORTH</p> 																													
52. DESCRIBE WHAT HAPPENED <i>(Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.).</i>		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>FED</th> <th>2</th> <th>AREA</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td>a. FRONT</td></tr> <tr><td> </td><td> </td><td>b. R. FRONT</td></tr> <tr><td> </td><td> </td><td>c. L. FRONT</td></tr> <tr><td> </td><td> </td><td>d. REAR</td></tr> <tr><td> </td><td> </td><td>e. R. REAR</td></tr> <tr><td> </td><td> </td><td>f. L. REAR</td></tr> <tr><td> </td><td> </td><td>g. R. SIDE</td></tr> <tr><td> </td><td> </td><td>h. L. SIDE</td></tr> </tbody> </table>	FED	2	AREA			a. FRONT			b. R. FRONT			c. L. FRONT			d. REAR			e. R. REAR			f. L. REAR			g. R. SIDE			h. L. SIDE
FED	2	AREA																											
		a. FRONT																											
		b. R. FRONT																											
		c. L. FRONT																											
		d. REAR																											
		e. R. REAR																											
		f. L. REAR																											
		g. R. SIDE																											
		h. L. SIDE																											



SECTION V - WITNESS/PASSENGER <i>(Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)</i>			
A	53. NAME <i>(Last, first, middle)</i>	54. WORK TELEPHONE NUMBER ( )	55. HOME TELEPHONE NUMBER ( )
	56. BUSINESS ADDRESS	57. HOME ADDRESS	
B	58. NAME <i>(Last, first, middle)</i>	59. WORK TELEPHONE NUMBER ( )	60. HOME TELEPHONE NUMBER ( )
	61. BUSINESS ADDRESS	62. HOME ADDRESS	
SECTION VI - PROPERTY DAMAGE <i>(Use Section VIII if additional space is needed.)</i>			
63a. NAME OF OWNER	63b. OFFICE TELEPHONE NUMBER ( )	63c. HOME TELEPHONE NUMBER ( )	
63d. BUSINESS ADDRESS	63e. HOME ADDRESS		
64a. NAME OF INSURANCE COMPANY	64b. TELEPHONE NUMBER ( )	64c. POLICY NUMBER	
65. ITEM DAMAGED	66. LOCATION OF DAMAGED ITEM	67. ESTIMATED COST \$	
SECTION VII - POLICE INFORMATION			
68a. NAME OF POLICE OFFICER	68b. BADGE NUMBER	68c. TELEPHONE NUMBER ( )	
69. PRECINCT OR HEADQUARTERS	70a. PERSON CHARGED WITH ACCIDENT	70b. VIOLATION(S)	

Figure 7-3. Motor Vehicle Accident Report (Standard Form 91) (Page 3)

SECTION VIII - EXTRA DETAILS					
SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.					
<b>SECTION IX - FEDERAL DRIVER CERTIFICATION</b>					
In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.					
I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.					
71a. NAME AND TITLE OF DRIVER			71b. DRIVER'S SIGNATURE AND DATE		
<b>SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED</b>					
72. ORIGIN			73. DESTINATION		
74. EXACT PURPOSE OF TRIP					
75. TRIP BEGAN		DATE	TIME (Circle one) a.m. p.m.	76. ACCIDENT OCCURRED	
77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR		78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE		DATE	
<input type="checkbox"/> ORALLY <input type="checkbox"/> IN WRITING (Explain)		<input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)		TIME (Circle one) a.m. p.m.	
79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS			80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED.		
<input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)			<input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)		
81. COMPLETED BY DRIVER'S SUPERVISOR		a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY			
<input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS			
82a. NAME AND TITLE OF SUPERVISOR		82b. SUPERVISOR'S SIGNATURE AND DATE		82c. TELEPHONE NUMBER (    )	

Figure 7-3. Motor Vehicle Accident Report (Standard Form 91) (Page 4)

**SECTION XI - ACCIDENT INVESTIGATION DATA**

83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION.  YES  NO (If "Yes", explain below.)

84. PERSONS INTERVIEWED					
NAME		DATE	NAME		DATE
a.			c.		
b.			d.		

85. ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

**SECTION XII - ATTACHMENTS**

LIST ALL ATTACHMENTS TO THIS REPORT

**SECTION XIII - COMMENTS/APPROVALS**

86. REVIEWING OFFICIAL'S COMMENTS

87. ACCIDENT INVESTIGATOR		88. ACCIDENT REVIEWING OFFICIAL	
a. SIGNATURE AND DATE		a. SIGNATURE AND DATE	
b. NAME (First, middle, last)		b. NAME (First, middle, last)	
c. TITLE		c. TITLE	
d. OFFICE		d. OFFICE	
e. OFFICE TELEPHONE NUMBER ( )		e. OFFICE TELEPHONE NUMBER ( )	

Figure 7-4.  
Statement of Witness (Standard Form 94) (Front)

<b>STATEMENT OF WITNESS</b> <i>(Attach additional sheets if necessary)</i>	<b>1. DID YOU SEE THE ACCIDENT?</b>	<b>2. WHEN DID THE ACCIDENT HAPPEN?</b>		<b>FORM APPROVED</b> O.M.B. NUMBER 3090-0118
		a. TIME	a.m.      p.m.	
<b>3. WHERE DID THE ACCIDENT HAPPEN?</b> <i>(Give street location and city)</i>				
<b>4. TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED</b>				
<b>5. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?</b>				
<b>6. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?</b>				
<b>7. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY</b>				
<b>8. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY</b>				<b>9. IF TRAFFIC CASE, GIVE APPROXIMATE SPEED OF:</b>
				a. GOVERNMENT VEHICLE <i>Miles per Hr.</i>
				b. OTHER VEHICLE <i>Miles per Hr.</i>
<b>10. GIVE THE NAMES AND ADDRESSES OF ANY OTHER WITNESSES TO THE ACCIDENT</b> <i>(If known)</i>				
a. NAMES			b. ADDRESSES <i>(Include ZIP Code)</i>	
<b>WITNESS COM- PLETING THIS FORM</b>	11. HOME ADDRESS <i>(Include ZIP Code)</i>		12. WITNESS (Print Name)	a. HOME TELEPHONE NO.
			<i>Sign here</i> ▶	b. TODAY'S DATE
	13. BUSINESS ADDRESS <i>(Include ZIP Code)</i>			
<b>14. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED:</b>				
<p>1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow <i>(Example: → 1 ← 2 ←)</i></p> <p>2. Use solid line to show path before accident Broken line after accident</p> <p>3. Show pedestrian by → ○</p> <p>4. Show railroad by ++++++</p> <p>5. Give names or numbers of streets or highways</p> <p>6. Indicate north by arrow in this circle ○</p>				

**Figure 7-4.  
Statement of Witness (Standard Form 94) (Reverse)**

**FILE REFERENCE:**

**This office has been notified that you witnessed an accident which occurred**

**It will be helpful if you will answer, as fully as possible, the questions on the other side of this letter. Please read the Privacy Act Statement below.**

**Your courtesy in complying with this request will be appreciated. An addressed envelope, which requires no postage, is enclosed for your convenience in replying.**

**Sincerely**

**Enclosure**

**Use by the public is voluntary. In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident, and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments or agencies, when relevant to civil, criminal, or regulatory investigations or prosecution.**