

**UNITED STATES
DEPARTMENT OF THE INTERIOR**

REPORT OF SURVEY

Page _____ of _____

Report No. _____

Date _____

A. Originating Office and Telephone No. (include area code)

Accountable Office and Location

The following items are: (check one) Lost Stolen

 Damaged Destroyed Other (specify)

A statement of circumstances involving the identified property is attached.

Signature of Accountable Officer: _____

Date: _____

ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE (See Reverse)	ESTIMATED VALUE

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

Signature of Cognizant Employee: _____

Date: _____

Signature of Custodial Officer: _____

Date: _____

C. Board of Survey findings and determinations: A complete statement of Board findings and determinations is attached.

Signature of Board Chairperson: _____

Date: _____

Signature of Board Member: _____

Date: _____

Signature of Board Member: _____

Date: _____

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

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

Signature: _____

Date: _____

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

Signature: _____

Date: _____

F. CERTIFICATE OF DISPOSITION/DESTRUCTION

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

Official Responsible for Disposition/Destruction: _____

Title: _____

Signature: _____

Date: _____

Witness Name (for Destruction only): _____

Title: _____

Signature: _____

Date: _____

G. Adjustment to property records (Property Official Signature): _____

Date Completed _____

Financial Official Signature (if Required): _____

Date Completed _____

CONDITION CODES

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