

SECRET

5 January 1955

**SR / DOB INSTRUCTION
No. 45-2****BOARD OF SURVEY****Ref: Administrative Plan for AEACRE, 28 November 1953
Regulation No. 45-340, 11 October 1954**DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCE METHOD EXEMPTION 3B2D
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2007**1. GENERAL**

This instruction provides for the establishment of a Board of Survey at SR/DOB and prescribes policies and procedures to be followed in the investigation of and reporting on the status or condition of U.S. Government property which has been damaged, lost or destroyed or otherwise lost to use by DOB.

2. PURPOSE OF THE BOARD OF SURVEY

The purpose of the Board of Survey is to investigate for the Chief, SR/DOB, all the facts and circumstances relative to the condition of the property described in the survey; to determine the causes of damage, loss, or destruction; to recommend pecuniary liability or relief from accountability or responsibility; and to recommend appropriate accounting action and disposition of the items involved.

3. REPORTS OF SURVEY

a. A Report of Survey (Form No. 36-15, Aug. 1953) will be required under the following circumstances:

(1) When property is lost or cannot be accounted for (except for authorized inventory adjustment by the DOB Accountable Officer).

(2) When property is destroyed or damaged, or is found to be unserviceable. (Exceptions to this requirement are made when the condition of such property is attributable to fair wear and tear, or is obviously not caused by fault or neglect of any individual.)

(3) When property has been misappropriated, misused, or disposed of in an unauthorized manner.

SECRET

SECRET

b. Reports of Survey will detail the facts and circumstances surrounding the loss, destruction, or condition of property under survey.

c. Reports of Survey will be submitted to DOB Logistics Office by responsible individuals, i. e. persons to whom property was issued or entrusted, within thirty days after discovery of conditions requiring Reports of Survey. In the case of accidents involving a DOB station vehicle this information will be submitted within 24 hours after its occurrence following the accident together with the Operator's Report of Motor Vehicle Accident, Standard Form No. 91.

When the thirty day period is exceeded an explanation will be furnished. An unjustified delay in the submission of a report will be considered by the Board of Survey for any hearing it may have on the loss of the property.

4. BOARD OF SURVEY

a. Establishment

The Chief, SR/DOB will establish a Board of Survey consisting of one or more persons in accordance with R 45-340 par. 4 a (1).

b. Duties

(1) Investigate matters contained in all Reports of Survey.

(2) Determine whether or not loss, damage, destruction, or condition of property was due to fault or neglect of any individual.

(3) When fault or neglect is indicated, recommend the extent to which individual should be held liable, taking into consideration value of the material, deterioration, cost of repair, and other pertinent facts.

(4) Submit findings and recommendations to the Chief, SR/DOB for review. In accordance with the Administrative Plan AEACRE, he has authority to take final action in those cases where the cost involved is not more than \$250.00 in the repair of a station vehicle, and \$100.00 in the case of other station property. In cases where costs exceed the amounts mentioned above, the Report of Survey based upon the findings of the investigation and its review will be sent to the Agency Headquarters Board of Survey for final review. The amount of repairs paid by DOB will be charged to the responsible employee concerned pending the decision of the Chief, SR/DOB, or the Agency Headquarters Board of Survey as appropriate.

SECRET

5. POLICY ON PECUNIARY LIABILITY

The Agency policy on fixing pecuniary liability is listed below for the guidance of the Survey Board:

a. Individual Responsibility

When property issued to an individual for his express individual use or custody becomes the subject of a Report of Survey, that individual will show cause why he should not be held liable.

b. Supervisory Responsibility

When property for which an individual has supervisory responsibility, but not individual responsibility as stated in par. a. above, becomes the subject of a Report of Survey, liability will not be assessed against the individual having supervisory responsibility unless one or more of the following conditions are established:

- (1) The responsible supervisor did willfully cause, or allow to be caused, misuse, misappropriation, abuse, or unlawful disposal of property.
- (2) Willful noncompliance with regulations and directives to the extent that such acts or omissions were direct causes of the conditions which required a Report of Survey.
- (3) Other contributing factors constituting negligence or reckless indifference to consequences.

6. REPORTS OF FINDINGS OF THE BOARD OF SURVEY

a. Findings

- (1) The report will generally be confined to findings of facts and recommendations.
- (2) The findings will state in every case whether an individual or individuals are found to be liable.
- (3) Findings will indicate the actions to be taken on the disposition of property, in accordance with R 45-339.

SECRET

(4) Where all members of the Board concur in the findings, the report will so indicate by the signature of each member.

(5) Should a member not concur, he may submit a signed minority report to be embodied in the record.

b. Submission of Investigation Report

The investigation and reporting action of the DOB Board of Survey will normally be completed within 30 days of date of receipt of the Board of Survey. When unforeseen complications are encountered, the Chief, SR/DOB will authorize extensions until completed. A copy of the report of findings by the Board of Survey adverse to an employee will be forwarded through administrative channels to the Office of Personnel.

7. APPROVING AUTHORITY

a. The Deputy Director (Administration) will review the findings of the Board of Survey and take final action in all cases of survey in excess of \$1,000.00.

b. The Headquarters Board of Survey is authorized to take final action on Reports of Survey not in excess of \$1,000.00.

c. Chief, SR/DOB, may take final action on Reports of Survey not in excess of \$250.00 for the repair of station automobiles per the Administrative Plan A EACRE and not in excess of \$100.00 for other station property.

8. APPEAL

In cases where pecuniary liability is established, the individual may appeal, in writing, to the Director of Central Intelligence, through the Headquarters Board of Survey within 60 days after receipt of notification of liability. The Board of Survey finding an individual liable shall inform him of his right to appeal at the time of notification of liability.

9. REPORT OF FINAL ACTION TAKEN

The DOB Accountable Officer will prepare one copy of each Report of Survey for transmittal to Headquarters in all cases in which final action is taken at DOB. Copies will be accumulated and forwarded monthly to the Chief of Logistics through administrative channels, who will review these copies to determine compliance with the policies of this instruction.