

AR 735-5 Property Accountability Policies Practice Test (Sample)

Study Guide



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SAMPLE

Questions

- 1. What is the consequence of not following proper procedures in a financial liability investigation?**
 - A. The investigation may be retried**
 - B. Decisions may remain unchallenged**
 - C. Liabilities may increase**
 - D. Financial records will be unchanged**
- 2. What is the role of the property book officer (PBO)?**
 - A. Oversee property disposal**
 - B. Ensure the accuracy of property records**
 - C. Conduct all training on property accountability**
 - D. Authorize the sale of Government property**
- 3. What rights does a respondent have in the financial liability process?**
 - A. Request a meeting with the approving authority**
 - B. Inspect and copy army's records**
 - C. Choose to remain anonymous**
 - D. Refuse to provide any evidence**
- 4. Which of the following statements about conflict of interest is true?**
 - A. Persons with personal responsibility for lost property can act as approving authority**
 - B. No one with previous personal accountability for property may act in this role**
 - C. Conflict of interest does not apply if an investigation is ongoing**
 - D. Any officer can override conflict of interest guidelines**
- 5. What does the approving authority assess during the reconsideration process?**
 - A. The merits of the submitted documentation**
 - B. The applicant's financial status**
 - C. The relevant laws on property accountability**
 - D. The approval time frames**

- 6. How is non-Army property defined?**
- A. Property owned by the Army but used by others**
 - B. Property of another military service or foreign government not under Army control**
 - C. Property that is loaned to the Army**
 - D. Property accounted for as owned by nonappropriated fund activities**
- 7. How many days after the discovery of a discrepancy must a DD Form 200 be initiated?**
- A. 10 days**
 - B. 15 days**
 - C. 30 days**
 - D. 45 days**
- 8. What happens when the approving authority waives financial liability?**
- A. The form must be destroyed**
 - B. No documentation is needed**
 - C. Copies are kept by all parties involved**
 - D. The original DD Form 200 is retained, copies provided to involved individuals**
- 9. What must an FLO do if financial liability is not recommended?**
- A. Forward DD Form 200 to the appointing authority**
 - B. Notify the involved parties of their financial liability**
 - C. Keep all records confidential**
 - D. Conduct a follow-up investigation**
- 10. What is the most recent version of AR 735-5?**
- A. 22 Aug 2012**
 - B. 22 Aug 2013**
 - C. 22 Aug 2014**
 - D. 22 Aug 2015**

Answers

SAMPLE

- 1. B**
- 2. B**
- 3. B**
- 4. B**
- 5. A**
- 6. B**
- 7. B**
- 8. D**
- 9. A**
- 10. B**

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Explanations

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1. What is the consequence of not following proper procedures in a financial liability investigation?

- A. The investigation may be retried**
- B. Decisions may remain unchallenged**
- C. Liabilities may increase**
- D. Financial records will be unchanged**

When proper procedures in a financial liability investigation are not followed, one significant consequence is that decisions may remain unchallenged. This occurs because a lack of adherence to established protocols can lead to oversights or incomplete evaluations of the case. When the investigation does not follow the necessary steps, there is a risk that findings might be incorrect, and those involved may not have the opportunity to present their insights or concerns. As a result, erroneous conclusions may stand without being critically reviewed or contested, potentially leading to unfair or unintended outcomes. The other options present scenarios that, while potentially valid in different contexts, do not directly capture the fundamental issue at stake when due process is not observed in these investigations. For instance, retrials might occur under specific circumstances, but it's not a direct consequence of procedure non-compliance. Similarly, liabilities could increase or not, depending on the specifics of each case, but the immediate impact is about the challenge to decisions made during the investigation. Lastly, if procedures are not followed correctly, financial records may indeed be altered or found to be incorrect; thus, claiming they remain unchanged does not align with the consequences of ignoring proper protocols.

2. What is the role of the property book officer (PBO)?

- A. Oversee property disposal**
- B. Ensure the accuracy of property records**
- C. Conduct all training on property accountability**
- D. Authorize the sale of Government property**

The role of the property book officer (PBO) primarily revolves around the responsibility for the accuracy of property records. This encompasses the maintenance and management of a detailed inventory of all property assigned to their unit or organization. The PBO ensures that records are updated continuously to reflect any changes such as acquisitions, losses, transfers, or disposals of property. This accuracy is crucial for maintaining accountability, ensuring compliance with regulatory standards, and providing the necessary documentation for audits. It enables the organization to track assets effectively and make informed decisions regarding property management. While overseeing property disposal, conducting training on property accountability, and authorizing the sale of government property are important tasks related to property management, they do not encapsulate the primary role of the PBO, which is fundamentally tied to the accuracy and integrity of property records. The duties related to property disposal and training may fall under different responsibilities or personnel within the organization or may support the overall goals of the PBO, but they do not define the PBO's core function.

3. What rights does a respondent have in the financial liability process?

- A. Request a meeting with the approving authority**
- B. Inspect and copy army's records**
- C. Choose to remain anonymous**
- D. Refuse to provide any evidence**

In the financial liability process, the respondent holds the right to inspect and copy the Army's records. This right is crucial because it allows the respondent to review any documentation that may pertain to their case, ensuring transparency in the financial liability proceedings. By having access to these records, the respondent can better understand the basis of the allegations or claims made against them and prepare an informed response. This access is essential for ensuring that the process is fair and that all parties can present their case adequately, as it enables the respondent to gather necessary information and evidence in support of their position. The other options provide rights that either do not align with the established procedures or are generally not granted. For example, while discussing a meeting with the approving authority might seem reasonable, such meetings are typically not a formal right within the established financial liability framework. Remaining anonymous is not feasible in these proceedings, as accountability requires identification of participants. Similarly, refusing to provide any evidence undermines the process itself, which is based on the gathering and examination of relevant information from all parties involved.

4. Which of the following statements about conflict of interest is true?

- A. Persons with personal responsibility for lost property can act as approving authority**
- B. No one with previous personal accountability for property may act in this role**
- C. Conflict of interest does not apply if an investigation is ongoing**
- D. Any officer can override conflict of interest guidelines**

The correct choice highlights that individuals who have held personal accountability for property are prohibited from acting as an approving authority in circumstances where a conflict of interest may exist. This principle is fundamental to maintaining the integrity and impartiality of property accountability processes. This prohibition ensures that the decision-making process remains fair and unbiased. If individuals with previous personal accountability were allowed to act in an approving role, it could lead to conflicts where their prior actions might influence their judgement, potentially compromising the investigation or outcome. Understanding this guideline helps reinforce the importance of objectivity and transparency in property management, aligning with the overarching goals of accountability set forth in AR 735-5. It underscores the commitment to ethical standards within property accountability to avoid situations that may undermine trust or lead to bias.

5. What does the approving authority assess during the reconsideration process?

- A. The merits of the submitted documentation**
- B. The applicant's financial status**
- C. The relevant laws on property accountability**
- D. The approval time frames**

During the reconsideration process, the approving authority's primary focus is on evaluating the merits of the submitted documentation. This involves reviewing the evidence and information provided by the applicant to ensure it adequately supports their request. The process is designed to reassess the initial decision based on these documented arguments or details, which can include anything from inventory discrepancies to requests for relief from accountability. The approving authority must ensure that the documentation meets the criteria established for a proper review. This encompasses checking if all required paperwork is present, if it complies with established policies, and if the reasoning outlined justifies any reconsideration from the initial verdict. While other elements, such as an applicant's financial status or relevant laws, may be considered in wider contexts, they are not the primary focus during the reconsideration process itself. The emphasis lies on the documentation submitted, making it the pivotal factor in the authority's assessment.

6. How is non-Army property defined?

- A. Property owned by the Army but used by others**
- B. Property of another military service or foreign government not under Army control**
- C. Property that is loaned to the Army**
- D. Property accounted for as owned by nonappropriated fund activities**

The definition of non-Army property recognizes that it pertains to items not under the control and ownership of the Army. This includes property that belongs to other military services or foreign governments. Such property is not accounted for by Army regulations and does not fall under the Army's property accountability requirements. Understanding this distinction is crucial as it helps maintain clear lines of property ownership and responsibility, ensuring that only Army-owned assets are managed and reported according to Army procedures. The other definitions do not align with the established understanding of non-Army property. For instance, property owned by the Army but used by others typically refers to equipment or facilities leased or borrowed, which still remains Army property. Similarly, loaned property, while perhaps not directly owned by the Army, does not change its accountability status—it is still under Army control. Lastly, property associated with nonappropriated fund activities may relate to financial aspects but does not encompass the broader category of non-Army property defined in this context.

7. How many days after the discovery of a discrepancy must a DD Form 200 be initiated?

- A. 10 days**
- B. 15 days**
- C. 30 days**
- D. 45 days**

The requirement to initiate a DD Form 200, which is used for reporting and documenting discrepancies in property accountability, is set at a timeframe of 15 days following the discovery of the discrepancy. This timeline is crucial to ensure that property accountability is maintained and any issues are addressed promptly. This 15-day period allows for timely investigation and reporting, which is essential in maintaining accurate records and ensuring that corrective actions can be implemented quickly. Adhering to this timeframe helps an organization to analyze the nature of the discrepancy and allows for proper documentation to facilitate accountability measures. The prompt initiation of the DD Form 200 underscores the importance of maintaining oversight and control over property, which is a key aspect of the policies outlined in AR 735-5. Choices that extend beyond this 15-day period do not align with the urgency required for property accountability actions, emphasizing the importance of immediate attention to discrepancies.

8. What happens when the approving authority waives financial liability?

- A. The form must be destroyed**
- B. No documentation is needed**
- C. Copies are kept by all parties involved**
- D. The original DD Form 200 is retained, copies provided to involved individuals**

When the approving authority waives financial liability, the correct course of action is to retain the original DD Form 200, which documents the results of the investigation regarding the liability, while also providing copies to all individuals involved in the process. This ensures that there is a clear record of the waiver and the circumstances surrounding it. Keeping the original form is important because it maintains the official documentation of the decision made and serves as a legal record if needed in the future. Providing copies to the involved individuals helps ensure transparency and keeps everyone informed of the outcome of the decision. This practice reinforces accountability and allows for easy reference by all parties, should there be any questions or complications later on. This procedure aligns with the principles of property accountability as outlined in AR 735-5, which emphasizes the importance of documentation and the proper handling of such financial liability issues.

9. What must an FLO do if financial liability is not recommended?

- A. Forward DD Form 200 to the appointing authority**
- B. Notify the involved parties of their financial liability**
- C. Keep all records confidential**
- D. Conduct a follow-up investigation**

The correct response involves the procedure that must be followed when financial liability is not recommended, which entails forwarding the DD Form 200 to the appointing authority. This form is a crucial document in the financial liability investigation of property loss. If the determination is that financial liability is not warranted, it is critical to formally communicate this finding to the appointing authority for proper record-keeping and resolution of the case. By forwarding the DD Form 200, the FLO ensures that the investigation's results and recommendations are captured in an official manner, allowing for appropriate actions to be taken regarding the involved parties and their accountability. This step is necessary to maintain transparency and uphold proper accountability standards within the property management process. The other choices relate to actions that would not be appropriate or necessary if financial liability is not recommended. For instance, notifying involved parties of their financial liability is irrelevant if liability is indeed not recommended. Keeping all records confidential does not align with the requirements for documenting findings appropriately, and conducting a follow-up investigation is unnecessary if the initial investigation has already concluded with the finding that no financial liability should be assigned.

10. What is the most recent version of AR 735-5?

- A. 22 Aug 2012**
- B. 22 Aug 2013**
- C. 22 Aug 2014**
- D. 22 Aug 2015**

The most recent version of AR 735-5 is indeed the one dated 22 August 2013. This revision is significant because it includes updated policies and procedures concerning property accountability within the Army, reflecting changes in regulations and practices over time. The version from 2013 introduces revisions that ensure compliance with evolving standards and address emergent issues related to property management. Understanding and using the latest version is vital for all personnel involved in property accountability, as it provides the framework for maintaining oversight and responsibility for Army property. Familiarity with the details from this version can help in ensuring adherence to the established protocols and in following the most current practices regarding property management.