

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

## Study Guide



**Everything you need from our exam experts!**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!**

## Questions

- 1. Why is effective communication emphasized in property management?**
  - A. To confuse lower-level personnel**
  - B. To ensure all parties are aware of their responsibilities**
  - C. Because it reduces the need for documentation**
  - D. Only required during inspections**
- 2. Which of the following is prohibited regarding Government property?**
  - A. Loaning property with proper authorization**
  - B. Disposing of property without legal authorization**
  - C. Accepting property gifts with approval**
  - D. Properly documenting property transfers**
- 3. Who is responsible for keeping track of property loss, damage, or destruction?**
  - A. Only the approving authority**
  - B. Responsible persons such as accountable officers**
  - C. Only the financial liability officer**
  - D. Direct supervisors of all employees**
- 4. What is the primary purpose of AR 735-5?**
  - A. To establish policies for property accountability**
  - B. To describe military training procedures**
  - C. To outline personnel management policies**
  - D. To regulate financial expenditures in the Army**
- 5. Can civilians in the Army be held accountable for property?**
  - A. Yes, depending on their role and property assignment**
  - B. No, they have no accountability**
  - C. Only during official missions**
  - D. Only if they are in a supervisory position**

- 6. What occurs if DD Form 200 is reopened?**
- A. It can be easily amended without issues**
  - B. It remains valid without needing changes**
  - C. It cannot be corrected or canceled**
  - D. It can be filed and corrected**
- 7. How often should property inventories be conducted?**
- A. Once a month**
  - B. At least annually, or as required by the unit's policies**
  - C. Only during the annual training cycle**
  - D. There is no set schedule for inventory**
- 8. Which aspect is crucial for maintaining accurate property records?**
- A. Consistency in reporting and regular audits**
  - B. Lack of transfers and updates**
  - C. Minimal oversight and management**
  - D. Limiting the number of inventories conducted**
- 9. What does the "property accountability cycle" encompass?**
- A. The steps of acquisition, usage, maintenance, and disposal of property.**
  - B. A one-time assessment of physical assets.**
  - C. The classification and categorization of property assets.**
  - D. The transfer of property between departments.**
- 10. What must individuals do if they wish to contest their financial liability?**
- A. Submit additional evidence for further review**
  - B. Contact the command supervisor directly**
  - C. Hire an external attorney**
  - D. Ignore the determination**



## **Answers**

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1. B
2. B
3. B
4. A
5. A
6. C
7. B
8. A
9. A
10. A

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## **Explanations**

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**1. Why is effective communication emphasized in property management?**

- A. To confuse lower-level personnel**
- B. To ensure all parties are aware of their responsibilities**
- C. Because it reduces the need for documentation**
- D. Only required during inspections**

Effective communication is emphasized in property management primarily to ensure that all parties are aware of their responsibilities. When clear communication is established, it significantly enhances the understanding of roles, expectations, and processes related to property accountability. This clarity is essential for maintaining accurate records, ensuring compliance with regulations, and fostering a cooperative environment among team members. When each individual understands their responsibilities, it reduces the likelihood of errors, mismanagement, and conflicts related to property accountability. Effective communication also supports training and the dissemination of critical information, allowing personnel to make informed decisions and adhere to the established policies outlined in frameworks such as AR 735-5. This context highlights the importance of having a transparent and open line of communication in property management to promote accountability and effectiveness in operations.

**2. Which of the following is prohibited regarding Government property?**

- A. Loaning property with proper authorization**
- B. Disposing of property without legal authorization**
- C. Accepting property gifts with approval**
- D. Properly documenting property transfers**

Disposing of property without legal authorization is prohibited as it directly violates the principles and policies established for property accountability. Government property is held in trust for public use, and unauthorized disposal can lead to loss of valuable resources, potential financial loss, and legal ramifications. Ensuring that disposal is conducted legally and through established channels safeguards the integrity of property management and maintains accountability for government assets. The other choices reflect actions that can be conducted under the right conditions, emphasizing that property management practices should be responsible and compliant. For instance, loaning property with proper authorization, accepting gifts with approval, and documenting property transfers are all permissible practices, provided they adhere to the regulations and procedures laid out in AR 735-5. This framework is designed to maintain transparency and ensure that property is managed with integrity.

**3. Who is responsible for keeping track of property loss, damage, or destruction?**

- A. Only the approving authority**
- B. Responsible persons such as accountable officers**
- C. Only the financial liability officer**
- D. Direct supervisors of all employees**

The role of keeping track of property loss, damage, or destruction primarily falls to responsible persons, which includes accountable officers. These individuals are entrusted with property management and have specific duties related to the accountability and oversight of assigned property. Their responsibilities encompass monitoring the condition of the property, ensuring it is properly maintained, and documenting any incidents of loss, damage, or destruction. They are imperative in establishing a chain of accountability and facilitating investigations when discrepancies occur, thereby maintaining the integrity of property accountability practices. Conversely, while the approving authority does play a significant role in the authorization and oversight process, it is the accountable officers who are directly tasked with the management and tracking of property risks. The financial liability officer's duties primarily involve assessing and resolving financial liabilities associated with property loss or damage, but not the continuous tracking of property itself. Supervisors have a duty to oversee their teams but do not directly manage property records or accountability in the same manner as accountable officers, which is why their role is not centered around tracking property statuses.

**4. What is the primary purpose of AR 735-5?**

- A. To establish policies for property accountability**
- B. To describe military training procedures**
- C. To outline personnel management policies**
- D. To regulate financial expenditures in the Army**

The primary purpose of AR 735-5 is to establish policies for property accountability within the Army. This regulation outlines the responsibilities of individuals and units in managing and maintaining government property. By defining clear guidelines for accountability, it ensures that all personnel understand their roles in safeguarding and controlling property assets. It emphasizes the importance of proper documentation, reporting, and handling of property to prevent loss and maintain operational readiness. While the other options touch upon important aspects of military operations, they do not address the specific focus on property management and accountability that AR 735-5 emphasizes. This regulation is critical for maintaining the integrity of Army assets and ensuring that all property is properly accounted for and utilized.

**5. Can civilians in the Army be held accountable for property?**

**A. Yes, depending on their role and property assignment**

**B. No, they have no accountability**

**C. Only during official missions**

**D. Only if they are in a supervisory position**

Civilians in the Army can indeed be held accountable for property, particularly depending on their specific roles and the assignments they have regarding that property. This aligns with the principles of property accountability outlined in regulations such as AR 735-5. When civilians are assigned property, whether in a logistical, administrative, or operational capacity, they are expected to exercise due care and responsibility. This accountability can manifest in various forms, such as a requirement to sign for equipment or materials, and to ensure these items are safeguarded and properly maintained. Moreover, the extent of their responsibility can vary based on their position and duties. Therefore, if a civilian is assigned property as part of their role, they are legally and ethically obligated to account for that property and can face consequences for failure to do so. The other choices inaccurately suggest a blanket statement about accountability that does not take into consideration the nuances of civilian roles within the Army and the specifics of property assignments.

**6. What occurs if DD Form 200 is reopened?**

**A. It can be easily amended without issues**

**B. It remains valid without needing changes**

**C. It cannot be corrected or canceled**

**D. It can be filed and corrected**

When a DD Form 200, which is used for the report of survey, is reopened, it signifies that the original findings and decisions regarding the property accountability issue are being re-evaluated. The reopening of this form indicates that the initial report cannot be simply corrected or canceled without going through a formal process. This is because reopening indicates that there may be additional information or changes that need to be considered, and thus the integrity and validity of the original findings are generally maintained throughout this process. This is crucial because preserving the record of accountability is essential for audit and accountability purposes within property management. Reopening can introduce complexities in regard to the documentation and the potential liabilities associated with property accountability, which is why it is not seen as a straightforward situation where corrections can be easily made or the report dismissed. In contrast, the other options suggest a more lenient approach to managing the DD Form 200, which does not accurately represent the regulatory framework governing property accountability and the serious nature of reporting discrepancies.

## 7. How often should property inventories be conducted?

- A. Once a month
- B. At least annually, or as required by the unit's policies**
- C. Only during the annual training cycle
- D. There is no set schedule for inventory

Conducting property inventories at least annually, or as dictated by the unit's policies, is essential for maintaining accurate records and ensuring accountability of government property. This requirement aligns with the principles outlined in AR 735-5, which emphasizes the importance of regular checks to prevent loss, misappropriation, or theft of property. Annual inventories help organizations track their assets effectively and confirm that all items are accounted for. This practice not only aids in routine management but also plays a critical role during audits and inspections where verifying the existence and condition of property is necessary. The unit's policies may dictate a more frequent inventory schedule depending on the type of property or operational needs, which reinforces the flexibility built into this requirement to adapt to specific circumstances. The other options suggest methods that either do not align with the established guidelines or lack the necessary regularity to ensure effective property management. Therefore, the best approach is to adhere to an annual inventory schedule as a standard practice, while remaining open to more frequent assessments as warranted by specific situational needs.

## 8. Which aspect is crucial for maintaining accurate property records?

- A. Consistency in reporting and regular audits**
- B. Lack of transfers and updates
- C. Minimal oversight and management
- D. Limiting the number of inventories conducted

Maintaining accurate property records is fundamentally dependent on consistency in reporting and regular audits. This approach ensures that all entries in the property records reflect the current status of the assets and accounts for any changes due to transactions such as acquisitions, disposals, or transfers. Consistent reporting helps to establish a reliable historical account of property usage and movements, making it easier to track assets over time. Regular audits add another layer of accuracy, as they serve as a verification process to ensure that the records match the physical inventory and that any discrepancies can be identified and resolved. Auditing reinforces accountability and compliance with established policies and procedures. Considering the other options, a lack of transfers and updates would lead to outdated records, while minimal oversight and management would likely result in errors and a lack of accountability. Limiting the number of inventories conducted would not support the goal of maintaining accurate and up-to-date records, thereby increasing the risk of discrepancies and mismanagement of property assets. Thus, the combination of consistent reporting and regular audits is vital to uphold the integrity and accuracy of property records.

**9. What does the "property accountability cycle" encompass?**

- A. The steps of acquisition, usage, maintenance, and disposal of property.**
- B. A one-time assessment of physical assets.**
- C. The classification and categorization of property assets.**
- D. The transfer of property between departments.**

The property accountability cycle encompasses a comprehensive process that includes the steps of acquisition, usage, maintenance, and disposal of property. This cycle is critical for ensuring that all property is managed effectively throughout its entire lifecycle. Acquisition involves the procurement of assets, which sets the foundation for accountability. Once property is acquired, it enters the usage phase, where it is utilized according to its intended purpose. Maintenance is also crucial, as it ensures that property remains in good working condition and retains its value over time. Finally, disposal involves the appropriate ending of the asset's lifecycle, whether through sale, recycling, or other means of giving up ownership responsibly. In contrast, other options highlight narrower aspects of property management but do not capture the full scope and ongoing nature of property accountability. A one-time assessment, for example, fails to recognize the continuous nature of managing property from its acquisition to its disposal. The classification and categorization of assets is important, but it does not reflect the operational cycle that involves actual usage and maintenance. Additionally, while the transfer of property between departments is a relevant process, it is merely one aspect of the larger accountability cycle rather than an entirety in itself.

**10. What must individuals do if they wish to contest their financial liability?**

- A. Submit additional evidence for further review**
- B. Contact the command supervisor directly**
- C. Hire an external attorney**
- D. Ignore the determination**

Submitting additional evidence for further review is the appropriate course of action for individuals wishing to contest their financial liability. This process allows individuals to present new information or documentation that may support their claim and potentially change the outcome of the liability determination. By providing additional evidence, individuals create an opportunity for reconsideration and can ensure that all pertinent facts are taken into account. Engaging in this process is essential for maintaining accountability and transparency in financial matters, as it grants individuals the chance to clarify circumstances or dispute findings that they believe are unjust. It is a structured approach to addressing grievances under property accountability policies, aligning with the principles established in AR 735-5. The other options present less formal and potentially ineffective paths for contesting financial liability, which may not align with the established protocols for accountability.



## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://ar7355propertyacctbly.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**