

AR 735-5 PROPERTY ACCOUNTABILITY POLICIES PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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<https://ar7355propertyacctbly.examzify.com>



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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

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- 1. Which of the following is a key responsibility of a property book officer?**
 - A. Training soldiers on weapon usage
 - B. Maintaining accurate records of property
 - C. Making procurement decisions for new equipment
 - D. Conducting physical training sessions

- 2. Who can be designated as a Property Book Officer (PBO)?**
 - A. Any enlisted personnel
 - B. Individuals designated by the commander with appropriate training and qualifications
 - C. Anyone with previous experience in logistics
 - D. Only officers above the rank of captain

- 3. What does "property accountability training" include?**
 - A. Understanding military history and its impact
 - B. Instruction on maintaining property records, conducting inventories, and understanding policies
 - C. Practical training in the use of military vehicles
 - D. Physical fitness training related to property transport

- 4. When may an AR 15-6 investigation be deemed appropriate?**
 - A. For routine property audits
 - B. After reviewing the DD Form 200
 - C. Only for high-value items
 - D. When directed by a civilian employee

- 5. What is the significance of conducting a "sensitive item inventory"?**
 - A. To improve efficiency in property management
 - B. To ensure control and accountability of items that may be easily lost or misused
 - C. To determine the value of property for insurance purposes
 - D. To assess the physical condition of all property in the inventory

- 6. What steps are involved in initiating a report of survey?**
- A. Discuss the matter with fellow soldiers, then file a form
 - B. Write an email to the commanding officer
 - C. Document the incident, collect supporting evidence, and submit the report to the commander
 - D. Initiate a financial investigation
- 7. Which of the following actions is not a part of good property management?**
- A. Labeling property clearly
 - B. Keeping accurate records of property transfers
 - C. Regularly surveying public property
 - D. Neglecting regular maintenance checks
- 8. Who is typically the responsible officer or reviewing authority for property accountability?**
- A. A civilian employee
 - B. A finance officer
 - C. A PBO or other accountable officer
 - D. A contractor
- 9. What is one of the main aspects of property accountability?**
- A. The reporting of minor damages
 - B. Consistent training and updates for all personnel
 - C. Continuous documentation from acquisition to disposal
 - D. Frequent personnel evaluations for compliance
- 10. What does the memorandum of intent for charges relate to?**
- A. Assessment of financial liability
 - B. Introducing new regulations
 - C. Terminating employment contracts
 - D. Documentation of property audits

Answers

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

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Explanations

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1. Which of the following is a key responsibility of a property book officer?

- A. Training soldiers on weapon usage
- B. Maintaining accurate records of property**
- C. Making procurement decisions for new equipment
- D. Conducting physical training sessions

Maintaining accurate records of property is a fundamental responsibility of a property book officer. This role involves overseeing and ensuring that all property and equipment assigned to a unit are properly accounted for, tracked, and documented. Accurate record-keeping is essential for effective property accountability, as it provides insights into the availability, condition, and location of all assets. This accurate documentation helps prevent loss and misappropriation, facilitates inventory audits, and ensures compliance with regulations and policies governing military property management. By maintaining reliable records, the property book officer supports the logistical operations of the unit, which is crucial for mission readiness and operational effectiveness.

2. Who can be designated as a Property Book Officer (PBO)?

- A. Any enlisted personnel
- B. Individuals designated by the commander with appropriate training and qualifications**
- C. Anyone with previous experience in logistics
- D. Only officers above the rank of captain

The designation of a Property Book Officer (PBO) requires specific qualifications and training, which is why individuals must be appointed by the commander. This ensures that the PBO has the necessary understanding and competence to manage property accountability effectively. The role of the PBO is crucial as they are responsible for the oversight of property management, including the accurate recording and reporting of property transactions. The commander's discretion in selecting a PBO allows for the consideration of the unique needs and circumstances of the unit, making it possible to delegate the responsibility to a qualified individual, regardless of rank, as long as they have the requisite training. This includes not just understanding the property management system but also comprehending the related policies and procedures that govern property accountability. While training and previous experience in logistics can be helpful, they are not the sole determining factors for the appointment of a PBO. A wider net can be cast beyond just those of certain ranks or those with logistics backgrounds, as long as the individual meets the qualifications and training requirements established by the commander.

3. What does "property accountability training" include?

- A. Understanding military history and its impact
- B. Instruction on maintaining property records, conducting inventories, and understanding policies**
- C. Practical training in the use of military vehicles
- D. Physical fitness training related to property transport

Property accountability training is crucial for ensuring that personnel understand their responsibilities regarding the management and oversight of military property. This type of training encompasses instruction on maintaining property records, which is essential for tracking the status and condition of equipment and supplies. Conducting inventories is also a critical component, allowing personnel to verify the presence and accountability of items as per established regulations. Additionally, understanding policies related to property management ensures that accountability measures are consistent with military standards and legal requirements. The inclusion of these aspects in property accountability training helps prevent loss, theft, or misuse of military assets, fostering a culture of responsibility and compliance within the ranks. By focusing on the processes and policies necessary for effective property management, this training ultimately contributes to operational readiness and logistical efficiency.

4. When may an AR 15-6 investigation be deemed appropriate?

- A. For routine property audits
- B. After reviewing the DD Form 200**
- C. Only for high-value items
- D. When directed by a civilian employee

An AR 15-6 investigation is often deemed appropriate after reviewing the DD Form 200, which is the Financial Liability Investigation of Property Loss. This form is utilized when there is a need to investigate the circumstances surrounding the loss, damage, or destruction of government property. The information gathered allows Commanders to determine if personal liability, negligence, or other factors are involved. The thorough review of the DD Form 200 provides a foundational understanding of the incidents leading to property loss and guides the need for an AR 15-6 investigation to ensure accountability and address any discrepancies. In contrast, routine property audits generally do not necessitate an AR 15-6 investigation, as they are standard checks that do not imply any loss or misconduct. High-value items may require special attention, but this does not inherently justify an investigation unless there are specific circumstances prompting the need for one. Additionally, being directed by a civilian employee does not automatically warrant an investigation under AR 15-6; it must be justified based on the occurrence of loss or the details provided in the DD Form 200.

5. What is the significance of conducting a “sensitive item inventory”?

- A. To improve efficiency in property management
- B. To ensure control and accountability of items that may be easily lost or misused**
- C. To determine the value of property for insurance purposes
- D. To assess the physical condition of all property in the inventory

Conducting a sensitive item inventory is essential for maintaining control and accountability of items that have a higher risk of being lost or misused. Sensitive items often include weapons, ammunition, and other equipment that, if not monitored closely, could present safety hazards or security risks. By regularly inventorying these items, organizations can ensure that they remain accounted for, properly secured, and that any discrepancies can be addressed promptly. This practice not only reinforces the principles of good property accountability but also safeguards against potential misuse or theft, making it a fundamental aspect of property management policies as outlined in AR 735-5. In contrast, while improving efficiency in property management and determining value for insurance purposes are important, they do not specifically address the unique risks associated with sensitive items. Similarly, assessing the physical condition of all property is relevant but does not directly pertain to the accountability focus of a sensitive item inventory.

6. What steps are involved in initiating a report of survey?

- A. Discuss the matter with fellow soldiers, then file a form
- B. Write an email to the commanding officer
- C. Document the incident, collect supporting evidence, and submit the report to the commander**
- D. Initiate a financial investigation

Initiating a report of survey involves a structured approach to ensure that all relevant information is accurately documented and properly submitted for review. The correct answer outlines essential steps that establish a clear framework for accountability in the event of property loss or damage. Documenting the incident is crucial as it helps create a detailed record of what occurred, including specifics such as time, place, and nature of the loss or damage. Collecting supporting evidence, which can include photographs, witness statements, and any related documents, further substantiates the case and enables evaluators to understand the context and implications of the event. Submitting the report to the commander is the final step in the process, ensuring that the leadership is made aware of the situation, enabling appropriate actions to be taken in accordance with military regulations and policies. In contrast, discussing the matter with fellow soldiers may not provide a formal record or the necessary documentation required for a report of survey. Writing an email to the commanding officer lacks the thoroughness and structured evidence collection needed to support a formal investigation. Initiating a financial investigation is not a first step in this process; it typically follows after the report of survey is completed if financial accountability needs to be assessed.

7. Which of the following actions is not a part of good property management?

- A. Labeling property clearly
- B. Keeping accurate records of property transfers
- C. Regularly surveying public property
- D. Neglecting regular maintenance checks**

Neglecting regular maintenance checks is indeed not a part of good property management. Effective property management encompasses activities that ensure the longevity, functionality, and accountability of assets. Regular maintenance checks are essential because they help identify and address issues before they escalate, thus preserving the value of the property and ensuring it is safe and operational. Proper maintenance prevents unnecessary costs associated with repairs and enhances the overall effectiveness of property management. In contrast, labeling property clearly, keeping accurate records of property transfers, and regularly surveying public property are all foundational practices within good property management. These actions contribute to accountability, organization, and effective tracking of property assets, which are vital for maintaining oversight and ensuring compliance with policies. Therefore, neglecting maintenance checks stands out as an action that contradicts the principles of effective property management.

8. Who is typically the responsible officer or reviewing authority for property accountability?

- A. A civilian employee
- B. A finance officer
- C. A PBO or other accountable officer**
- D. A contractor

The role of the responsible officer or reviewing authority for property accountability is critically important in maintaining the integrity of property management within an organization. The Property Book Officer (PBO) or other accountable officer is specifically designated to oversee and manage the property assigned to a unit or organization. This officer ensures that all property is accurately accounted for, that it is properly used, and that necessary inventories and records are maintained in compliance with regulations. The PBO has specialized training and authority to handle the complexities of property accountability, including the responsibility to report discrepancies and manage the acquisition, transfer, and disposal of property. This position is aligned with the principles outlined in AR 735-5, which details property accountability policies and procedures. By having a dedicated individual in this role, organizations can better ensure compliance with policies and minimize the risk of loss or misuse of government property. In contrast, while civilian employees, finance officers, and contractors may have roles or responsibilities related to property management, they do not carry the same level of accountability and oversight as a PBO or accountable officer. Their functions might support the mission but typically lack the authority or designated responsibility that comes with being an accountable officer, making them less suited for this particular role.

9. What is one of the main aspects of property accountability?

- A. The reporting of minor damages
- B. Consistent training and updates for all personnel
- C. Continuous documentation from acquisition to disposal**
- D. Frequent personnel evaluations for compliance

One of the main aspects of property accountability is the continuous documentation from acquisition to disposal. This concept emphasizes the importance of maintaining a thorough and accurate record of all property throughout its entire lifecycle. This includes documenting how property is acquired, tracked during its use, and ultimately disposed of when it is no longer needed. Maintaining such records ensures that the organization can account for all assets, track their status, and facilitate audits or inspections. This comprehensive documentation helps establish a clear chain of custody and responsibility, which is vital in preventing loss, theft, or misuse of property. By ensuring that detailed records are maintained, organizations can demonstrate compliance with accountability policies and effectively manage their resources.

10. What does the memorandum of intent for charges relate to?

- A. Assessment of financial liability**
- B. Introducing new regulations
- C. Terminating employment contracts
- D. Documentation of property audits

The memorandum of intent for charges specifically relates to the assessment of financial liability. This document serves as a formal notification to an individual regarding the potential financial responsibility they may incur due to negligence, mishandling, or loss of government property. It is part of the process to ensure that accountability measures are in place and that individuals understand the implications of their actions regarding property management. In the context of property accountability, this memorandum outlines the basis for the claim of financial liability, allowing the affected parties an opportunity to respond or present their case. This is essential in upholding accountability standards and ensuring that service members or employees are aware of their obligations toward government assets. The other options do not align with the primary purpose of the memorandum. For instance, introducing new regulations pertains to policy updates, which is separate from matters of individual financial responsibility. Terminating employment contracts relates to human resource management rather than property accountability. Documentation of property audits involves record-keeping and assessment processes but does not specifically address the financial implications for individuals, which is the focus of the memorandum of intent for charges.

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.

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!

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