

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

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

<https://ar7355propertyacctbly.examzify.com>



Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	16

SAMPLE

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

SAMPLE

- 1. In the context of AR 735-5, what is an "inventory"?**
 - A. A report of property damage
 - B. An assessment of personnel readiness
 - C. A verification of property records against physical assets
 - D. A checklist of required training
- 2. Why is regular inventory important for property accountability?**
 - A. To explore new funding options
 - B. To ensure items are properly stored
 - C. To identify discrepancies and ensure accurate records
 - D. To allow for more lenient property use
- 3. What does regular audits help to achieve in property accountability?**
 - A. Reduction of new property acquisitions
 - B. Improved tracking and management of property
 - C. More lenient policies on property usage
 - D. Increased paperwork and documentation
- 4. What must be done if discrepancies are found during an inventory?**
 - A. Ignore minor inconsistencies
 - B. Conduct a new inventory before taking action
 - C. Investigate the cause and correct record discrepancies
 - D. Report only major discrepancies to headquarters
- 5. What actions must be taken in case of equipment theft?**
 - A. Ignore it and continue operations
 - B. Report, investigate, and take corrective action
 - C. Just inform the unit commander
 - D. Wait for a financial audit to address it
- 6. In reference to property loss, which of the following is NOT a reason for a mandatory investigation?**
 - A. Involvement of public funds below the threshold
 - B. The property is marked for disposal
 - C. Negligence is involved
 - D. The value of the loss is significant

- 7. What must be completed before conducting a physical inventory?**
- A. A full inventory of all available supplies
 - B. A detailed report on property usage
 - C. A complete reconciliation of property records
 - D. An assessment of staff responsibilities
- 8. What ensures successful documentation of property transactions?**
- A. Frequent updates and comprehensive hand receipts
 - B. Standardization of equipment usage
 - C. Inter-departmental memos
 - D. Casual record-keeping among personnel
- 9. What must be confirmed before submitting a request for reconsideration?**
- A. The prior decision was accurate
 - B. All evidence is disputed
 - C. The appeal authority is objective
 - D. The prior decision was correctly documented
- 10. What are property accountability records?**
- A. Latest innovations in accounting technology
 - B. Documentation providing evidence of government property status
 - C. Records of financial transactions related to property
 - D. Legal documents for property ownership by the government

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. In the context of AR 735-5, what is an "inventory"?

- A. A report of property damage
- B. An assessment of personnel readiness
- C. A verification of property records against physical assets**
- D. A checklist of required training

In the framework of AR 735-5, an "inventory" refers specifically to the process of verifying property records against physical assets. This practice is crucial for maintaining accurate property accountability within the Army. The inventory process entails physically counting, inspecting, and confirming that the actual assets match the records maintained in property books or databases. This ensures that discrepancies are identified and can be resolved, thereby upholding the integrity of property management. The inventory process is vital for accountability, as it allows units to maintain control over their assets and comply with regulations established in AR 735-5 regarding property distribution, usage, and reporting. Regular inventories help prevent loss, theft, and unauthorized use of government property, reinforcing the importance of sound property accountability practices. While other options refer to different functions within military operations—such as assessing personnel readiness or checking training requirements—they do not align with the specific definition of an inventory within the context of property accountability. Thus, the focus on verifying property records against physical assets is what makes it the correct choice in this scenario.

2. Why is regular inventory important for property accountability?

- A. To explore new funding options
- B. To ensure items are properly stored
- C. To identify discrepancies and ensure accurate records**
- D. To allow for more lenient property use

Regular inventory is crucial for property accountability because it allows organizations to identify discrepancies and ensure accurate records. Conducting inventories helps verify that the physical presence of property matches the records maintained in inventory systems. This process is vital in detecting any losses, theft, or unaccounted-for items, which can significantly impact property management and operational readiness. By regularly comparing the actual inventory to the accounting records, organizations can address issues such as misplaced items or administrative errors. These discrepancies, if left unaddressed, could lead to financial losses and accountability issues, affecting overall mission success. Furthermore, accurate records help in maintaining compliance with regulations and policies governing property control, thereby bolstering the integrity of property management systems. In contrast, exploring funding options or ensuring that items are properly stored, although important, do not directly address the core aspect of accountability that is established through regular inventory checks. Similarly, allowing for more lenient property use does not align with the objectives of strict property accountability, which requires careful oversight and management of assets.

3. What do regular audits help to achieve in property accountability?

- A. Reduction of new property acquisitions
- B. Improved tracking and management of property**
- C. More lenient policies on property usage
- D. Increased paperwork and documentation

Regular audits play a critical role in property accountability by ensuring that property is accurately tracked and managed. These audits involve systematically reviewing and verifying property records, which helps confirm that the inventory matches what is physically available. This process not only identifies discrepancies and potential issues but also reinforces the importance of maintaining accurate records. By conducting regular audits, organizations can better manage their assets, ensuring they are utilized effectively and that any losses or misplacements are promptly addressed. This heightened level of oversight leads to improved control over property, ultimately enhancing the organization's operational efficiency and accountability.

4. What must be done if discrepancies are found during an inventory?

- A. Ignore minor inconsistencies
- B. Conduct a new inventory before taking action
- C. Investigate the cause and correct record discrepancies**
- D. Report only major discrepancies to headquarters

When discrepancies are found during an inventory, it is essential to investigate the cause of the discrepancies and take the necessary steps to correct any record inaccuracies. This approach ensures that all property accountability records are precise and reliable, which is crucial for maintaining the integrity of property management within an organization. By identifying the reasons for discrepancies—whether they stem from administrative errors, theft, or misplacement—appropriate corrective actions can be implemented to prevent future issues. Correcting record discrepancies not only upholds the principles outlined in AR 735-5 but also supports effective resource management and accountability. This proactive approach reinforces trust in property systems and ensures compliance with regulations. Ignoring minor inconsistencies, conducting a new inventory without understanding the root cause, or reporting only major discrepancies do not address the underlying issues and could lead to further complications in property accountability.

5. What actions must be taken in case of equipment theft?

- A. Ignore it and continue operations
- B. Report, investigate, and take corrective action**
- C. Just inform the unit commander
- D. Wait for a financial audit to address it

The correct response emphasizes the critical procedure to uphold accountability and integrity within property management. When equipment theft occurs, it is essential to report the incident immediately to document the loss officially. This reporting allows for a formal response, enabling an investigation to uncover the circumstances surrounding the theft, which can help prevent future incidents and assess vulnerabilities in security measures. Investigating the theft not only aids in recovery efforts but also helps identify any gaps in compliance with established property management policies. Taking corrective action afterward is vital to ensure such incidents do not recur. This could include enhancing security protocols, revising training for personnel, or adjusting inventory management systems. These actions work in compliance with AR 735-5 guidelines, which prioritize accountability and responsibility regarding military property. Addressing a theft comprehensively shows a commitment to maintaining the integrity of property management practices and ensures the organization remains resilient against potential financial losses and operational disruptions resulting from theft.

6. In reference to property loss, which of the following is NOT a reason for a mandatory investigation?

- A. Involvement of public funds below the threshold
- B. The property is marked for disposal**
- C. Negligence is involved
- D. The value of the loss is significant

The rationale behind the selection of the correct answer revolves around the criteria that typically warrant a mandatory investigation for property loss. In this context, property marked for disposal does not trigger a mandatory investigation because such property is already slated for removal from accountability systems due to its designated status. This implies that the normal concerns associated with property accountability, such as loss or damage, are less relevant when dealing with items set for disposal. On the other hand, involvement of public funds, negligence, and significant value of loss are factors that typically necessitate an investigation. Public funds are a concern as any losses in this area could have serious implications for accountability and financial management. Negligence signifies a potential failure in duty or responsibility regarding property management, which also calls for further scrutiny. Additionally, significant loss in value raises alarms about possible systemic issues or mismanagement that need to be addressed. Thus, the selection reflects an understanding of the circumstances under which an investigation is deemed necessary according to property accountability policies.

7. What must be completed before conducting a physical inventory?

- A. A full inventory of all available supplies
- B. A detailed report on property usage
- C. A complete reconciliation of property records**
- D. An assessment of staff responsibilities

Before conducting a physical inventory, a complete reconciliation of property records is crucial. This process ensures that all property in the records is accurate and accounted for, allowing for an efficient and effective physical inventory. Reconciliation involves verifying that the quantities and descriptions of property on hand match what is documented in the records. This step is vital for identifying discrepancies, managing items that may be lost or damaged, and ensuring compliance with property accountability policies. By confirming that the records are in order prior to the inventory, personnel can focus on accurately counting and assessing the physical property without being distracted by potential inaccuracies. This thorough preparation helps streamline the process and can aid in identifying any issues that need to be addressed before moving forward with the actual inventory count.

8. What ensures successful documentation of property transactions?

A. Frequent updates and comprehensive hand receipts

B. Standardization of equipment usage

C. Inter-departmental memos

D. Casual record-keeping among personnel

Successful documentation of property transactions is best ensured through frequent updates and comprehensive hand receipts. Frequent updates are crucial because they maintain the accuracy of records, ensuring that any changes in property status, transfers, or inventory are documented promptly. This helps prevent misunderstandings or loss of property and maintains accountability at all levels. Comprehensive hand receipts play a vital role as they serve as formal documents that outline who is responsible for what property at any given time. They provide a clear record of custody, location, and status of equipment or supplies, which is essential for maintaining property accountability within an organization. By using hand receipts that cover all aspects of property transactions, units can easily track their assets and ensure that everyone is aware of their responsibilities. This systematic approach fosters transparency and reliability in tracking property, thereby adhering to the standards set by AR 735-5. Other options do not sufficiently address the requirements for thorough documentation. Standardization of equipment might improve usage efficiency, but it does not specifically pertain to the documentation processes themselves. Inter-departmental memos may facilitate communication but lack the formal accountability that documentation requires. Casual record-keeping does not meet the necessary standards for proper property accountability and could lead to significant gaps in records, resulting in accountability issues.

9. What must be confirmed before submitting a request for reconsideration?

A. The prior decision was accurate

B. All evidence is disputed

C. The appeal authority is objective

D. The prior decision was correctly documented

Before submitting a request for reconsideration, it is essential to confirm that the prior decision was correctly documented. This involves ensuring that all relevant details regarding the original decision are accurately recorded and can be supported with appropriate documentation. Proper documentation forms the basis of accountability and transparency, allowing the appeal process to be based on factual information rather than misunderstandings or inaccuracies. If the documentation of the prior decision is flawed or incomplete, it would undermine the validity of the reconsideration request and hinder the process of appealing that decision. Therefore, confirming accurate documentation is crucial for both the integrity of the decision-making process and the effectiveness of any subsequent appeal.

10. What are property accountability records?

- A. Latest innovations in accounting technology
- B. Documentation providing evidence of government property status**
- C. Records of financial transactions related to property
- D. Legal documents for property ownership by the government

Property accountability records serve as critical documentation that provides evidence of the status of government property. These records are essential in maintaining an accurate inventory of items held by the government and ensuring that all property is accounted for, tracked, and reported correctly. They include various forms of documentation that reflect the details of property acquisition, transfers, disposals, and current location or condition. The importance of these records lies in their function to demonstrate compliance with regulations and policies governing property management. They support audits and inspections, ensuring that all property is properly maintained and that there are no discrepancies in ownership or usage. While the other options might relate to different aspects of property or financial management, they do not accurately capture the essence of property accountability records. For example, innovations in accounting technology do not directly pertain to accountability records themselves, nor do records of financial transactions focus specifically on the status of physical property. Legal documents for property ownership might address the ownership aspect but do not encompass the broader scope of tracking and accountability that property records provide.

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!

SAMPLE