FUNDAMENTALS OF PROPERTY ACCOUNTABILITY PRACTICE TEST (SAMPLE)

STUDY GUIDE

Prepare with structure. Pass with confidence

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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. Which statement best describes why calibration certificates exist?

A. They track marketing campaigns.

B. They list vendor contact information.

C. They document results, due dates, and compliance with standards for accountability instrumentation.

D. They facilitate depreciation.

2. Why is data integrity essential in the property management system?

A. It ensures that asset information is accurate, reliable, and auditable.

B. It reduces the need for physical counts.

C. It speeds up asset disposal.

D. It only affects maintenance schedules.

3. Lateral transfers are transfers of nonexpendable property from one organization to another.

A. Transfers of real property from one organization to another

B. Transfers of nonexpendable property from one organization to another

C. Transfers of personnel between units

D. Transfers of expendable property from one organization to another

4. What form is the Property Record?

A. DA Form 3328

B. SF-702

C. DD Form 250

D. DD Form 1149

5. What is individual responsibility?

A. The power to reorder supplies without approval.

B. The duty to train subordinates in all aspects of supply.

C. Custody, safeguard, care for.

D. The obligation to audit every transaction.

6. Which regulation provides administrative measures?

A. AR 600-20 Army Command Policy.

B. AR 735-5 provides administrative measures for lost, damaged, and destroyed property.

C. AR 710-2 Supply Policy

D. AR 190-51 Physical Security

7. Which statement best describes LIN?

A. A six-character alphanumeric identification of generic nomenclature

B. A three-digit numeric code for unit price

C. A six-character alphanumeric identification of end items

D. A six-character alphabetic code for units

8. Reutilization of serviceable property is best described as:

A. Disposal of surplus items.

B. Selling assets to the public.

C. Reassignment of serviceable property to another unit or program.

D. Destroying assets beyond repair.

9. Why are additional SLocs assigned?

A. To expand the location network for storage only.

B. To designate training items.

C. To store surplus items.

D. For the purpose of further subhand receipting equipment.

10. Which sequence best describes escalating suspected loss?

A. Notify supervisor, secure area, file loss report, start investigations per policy

B. Ignore the loss until annual audit

C. Mark asset as disposed without investigation

D. Remove from records and continue

Answers

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

Explanations

1. Which statement best describes why calibration certificates exist?

A. They track marketing campaigns.

B. They list vendor contact information.

C. They document results, due dates, and compliance with standards for accountability instrumentation.

D. They facilitate depreciation.

Calibration certificates exist to document calibration results, the due date for the next calibration, and evidence that the instrument complies with applicable standards. This creates an auditable record showing the instrument's accuracy over time and its traceability to reference standards, which is essential for trustworthy measurements in property accountability. They help ensure that equipment used to measure and track assets remains reliable, so inventories and audits reflect reality. They are not about marketing campaigns, vendor contact lists, or depreciation calculations, which is why this option is the best fit.

2. Why is data integrity essential in the property management system?

A. It ensures that asset information is accurate, reliable, and auditable.

B. It reduces the need for physical counts.

C. It speeds up asset disposal.

D. It only affects maintenance schedules.

Data integrity in a property management system means asset records are accurate, consistent, and traceable. When details like serial numbers, locations, maintenance history, and current status are correct, managers can rely on reports to make sound decisions about acquisitions, repairs, depreciation, and disposal. The ability to trace changes—who made them and when—provides accountability and supports audits and compliance. If the data were unreliable, reports would mislead, inventories could be lost or miscounted, and regulatory or financial requirements could be at risk. While good data integrity can help with operations, it isn't primarily about reducing physical counts, speeding up disposal, or limiting focus to maintenance—it's about having trustworthy, verifiable asset information across the system.

3. Lateral transfers are transfers of nonexpendable property from one organization to another.

A. Transfers of real property from one organization to another

B. Transfers of nonexpendable property from one organization to another

C. Transfers of personnel between units

D. Transfers of expendable property from one organization to another

Lateral transfers focus on moving durable, nonexpendable items that stay as organizational assets and require custody records as they change hands. Nonexpendable property includes equipment, furniture, and other items with multi-year useful life that are tracked in property books. Because these items retain value and must be accounted for when they move between organizations, the transfer is categorized as a lateral transfer. Transfers of real property (land or buildings) follow separate real-property procedures and aren't typically handled as standard property accountability transfers. Transferring expendable property involves consumables that are used up and replaced, so they aren't tracked as long-term assets in the same way, and aren't classified as lateral transfers. Transferring personnel deals with people rather than property, so it falls outside the scope of property transfers.

4. What form is the Property Record?

A. DA Form 3328

B. SF-702

C. DD Form 250

D. DD Form 1149

Property accountability relies on a dedicated record that tracks every accountable item. The form used for the Property Record is DA Form 3328, the Property Record. This form captures essential data for each item—description, National Stock Number or model, serial or lot numbers if applicable, quantity, current location, custodian, and status—and serves as the primary record for inventory, audits, and hand receipts. Other forms serve different purposes: SF-702 is for daily security container inventories, not property accountability; DD Form 250 is a receiving/inspection document for shipments; DD Form 1149 is a requisition/shipping document. So, the Property Record is specifically documented on DA Form 3328.

5. What is individual responsibility?

A. The power to reorder supplies without approval.

B. The duty to train subordinates in all aspects of supply.

C. Custody, safeguard, care for.

D. The obligation to audit every transaction.

Individual responsibility in property accountability means you are personally accountable for the government property assigned to you, and you must take custody, safeguard, and care for it. This phrasing focuses on you handling and protecting the asset while it's in your possession, ensuring it's used properly and protected from loss or damage. That exact idea is captured by the option that describes custody, safeguard, and care for the property. It emphasizes the hands-on duty to protect and properly maintain what you're entrusted with. The other options point to authority to reorder supplies (a decision-making power), training subordinates (a supervisory duty), or auditing transactions (an oversight function), none of which define the personal, protective duties tied to the asset you hold.

6. Which regulation provides administrative measures?

A. AR 600-20 Army Command Policy.

B. AR 735-5 provides administrative measures for lost, damaged, and destroyed property.

C. AR 710-2 Supply Policy

D. AR 190-51 Physical Security

Administrative measures for handling property losses are documented procedures that tell who must report, how investigations are conducted, and what actions are taken when property is lost, damaged, or destroyed. AR 735-5 is focused on these administrative steps for property accountability, outlining responsibilities, reporting timelines, required forms and documentation, and the disposition and accountability actions that follow property incidents. That specific emphasis on the administrative process makes it the best match for the question. The other regulations address different areas: AR 600-20 covers command policy and related leadership responsibilities; AR 710-2 deals with broad supply policy and management but not the detailed administrative procedures for loss or damage; AR 190-51 focuses on physical security and safeguarding property.

7. Which statement best describes LIN?

A. A six-character alphanumeric identification of generic nomenclature

B. A three-digit numeric code for unit price

C. A six-character alphanumeric identification of end items

D. A six-character alphabetic code for units

LIN is a line-item code used in property accountability to classify items at a generic level. It is a six-character alphanumeric identifier that represents the nomenclature category of end items in the inventory records. This allows a group of end items sharing a common description to be tracked under one LIN, while specific items are identified separately by a different code such as the NSN. The six-character alphanumeric format—mixing letters and numbers—and the focus on generic nomenclature differentiate LIN from a price code or from a designation of a specific end item or a unit-only code. Therefore, describing LIN as a six-character alphanumeric identification of generic nomenclature is the best fit.

8. Reutilization of serviceable property is best described as:

A. Disposal of surplus items.

B. Selling assets to the public.

C. Reassignment of serviceable property to another unit or program.

D. Destroying assets beyond repair.

Reutilization means keeping items in use by moving usable property to where it's needed instead of throwing it away. When an asset is still serviceable, the best action is to reassign it to another unit or program that can make use of it. This keeps resources productive, saves money, and supports overall readiness by ensuring equipment continues to serve a purpose rather than becoming waste. Disposing surplus items would get rid of them, which isn't reutilization. Selling assets to the public or destroying them beyond repair are not about keeping usable property in service; they remove it from internal use, which also isn't reutilization.

9. Why are additional SLocs assigned?

A. To expand the location network for storage only.

B. To designate training items.

C. To store surplus items.

D. For the purpose of further subhand receipting equipment.

Storage locations are used in the property accountability system to show where items are physically kept and who is responsible for them. When additional SLocs are assigned, it's to support subhand receipting—keeping track of equipment that is being handed to or managed by another person or unit. By creating more storage locations, you can assign different items (or groups of items) to distinct subhand receipts and know precisely where each portion of property is stored and who is accountable for it. This makes inventories, audits, and transfers clearer and more accurate. The other options don't capture this tracking purpose. Expanding the storage network is a broader idea, training items are identified differently, and surplus items would be organized by other procedures rather than specifically to support subhand receipting.

10. Which sequence best describes escalating suspected loss?

A. Notify supervisor, secure area, file loss report, start investigations per policy

B. Ignore the loss until annual audit

C. Mark asset as disposed without investigation

D. Remove from records and continue

Escalating suspected loss is about taking the right steps quickly to protect accountability and preserve evidence. The best sequence starts with notifying a supervisor so someone with authority can authorize the next actions and ensure the process follows policy. After that, securing the area is crucial to prevent further loss or tampering and to maintain any potential evidence or audit trail. Filing a loss report creates a formal, auditable record of what happened, when, and by whom. Finally, starting investigations per policy ensures the incident is handled consistently, with clear procedures for uncovering root cause and preventing recurrence. Other approaches fall short because they delay action or bypass controls. Ignoring the loss until the next annual audit leaves the organization unprotected and the records inaccurate. Marking an asset as disposed without an investigation conceals the loss and bypasses required accountability. Removing the item from records and continuing without proper investigation also breaks the chain of custody and misrepresents the inventory.

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://fundpropertyaccountability.examzify.com

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