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COMMANDING OFFICER  
HELICOPTER ATTACK (LIGHT) SQUADRON THREE  
FPO SAN FRANCISCO 96627

HA(L)-3 INST 4500.1A  
10:tel  
25 August 1971

HELICOPTER ATTACK (LIGHT) SQUADRON THREE INSTRUCTION 4500.1A

From: Commanding Officer, Helicopter Attack (Light) Squadron THREE  
To: Distribution List

Subj: Survey Procedures

Ref: (a) Naval Supply Systems Command Manual, Vol II, Sect VI  
(b) SECNAVINST 5500.4 Series  
(c) NAVORD INST 8370.1 Series  
(d) COMNAVAIRPAC IN T 4440.8 Series

Encl: (1) HA(L)-3 Originators statement form (sample)  
(2) HA(L)-3 Weapons Loss Report (sample)  
(3) NAV S&A Form 154, Survey Request, report and expenditure prepared for formal survey (sample)  
(4) NAV S&A Form 154, Survey Request, report and expenditure prepared for informal survey (sample)  
(5) NAV S&A Form 154 showing format for entries by board (sample)  
(6) NAV S&A Form 154 showing format for entries on weapons surveys (sample)

1. Purpose. The purpose of this instruction is to provide a standard squadron procedure for the preparation and processing of survey requests and reports consistent with current directives.

2. Cancellation. HA(L)-3 Instruction 4500.1 of 10 August 1967 is hereby canceled.

3. General Information.

a. Definition. A survey is the procedure required by articles 1947-1953 of Naval Regulations when naval property must be:

- (1) Condemned as a result of damage, obsolescence or deterioration.
- (2) Appraised as a result of loss of utility.
- (3) Acknowledged as non-existent as a result of loss or theft, necessitating the expenditure of the accountable material from the records of the holding activity.

b. Purpose. The purpose of a survey is to provide a record for:

(1) An administrative review of the conditions of the material, the cause of the condition, the responsibility therefore and the recommendation for disposition.

(2) An authorization to expend the material from the records on which carried.

(3) An authorization to decrease the monetary value of the material in stock.

(4) An authorization to transfer the material having a sales value from the regular federal group to the property disposal account.

c. Types. Surveys are of two types, formal and informal.

(1) Formal. A formal survey will be made by either a commissioned officer or a board of officers, one of whom and as many as practicable will be commissioned officers, appointed by the Commanding Officer. However, the following officers will not serve on a survey board:

(a) The Commanding Officer.

(b) The officer on whose records the material being surveyed is carried.

(c) The officer charged with the custody of the material being surveyed.

A formal survey will be required for losses of material or articles designated by the bureau or offices concerned or when specifically directed by the Commanding Officer. As a general rule, formal surveys are required for all firearms and items with a unit value of over \$1,000.00.

(2) Informal. An informal survey will be initiated by the Department Head or Detachment Officer-in-Charge having custody of the item in question. As a general rule, informal surveys will be required on all items with a unit price of more than \$100.00 but less than \$1,000.00 and on all items held on an individual custody basis.

#### 4. Survey Procedures.

a. Initiation of a survey request: The request for survey will be initiated by the individual Department Head or Detachment Officer-in-Charge having custody of the material in question. This request will be submitted on HA(L)-3 Originators Statement Form (enclosure (1)) and will constitute a statement as to:

(1) The condition of the material.

(2) The cause or condition surrounding the loss, damage, deterioration or obsolescence of the material.

(3) The responsibility for the cause or condition if such can be determined or if the responsibility cannot be determined, the reason why it cannot.

(4). A recommended disposition of the material and the action to be taken. In addition, in the case of survey requests concerning weapons, a HA(L)-3 Weapons Loss Report form (enclosure (2)) will be completed and attached to the request for survey. After the required forms are completed by the originator, they will be forwarded to the squadron Material Control Officer via the Department Head/Detachment Officer-in-Charge concerned. In those cases where he is not the originator, the Department Head/Detachment Officer-in-Charge will review all statements made on the initiators statement and weapons loss form for accuracy and completeness and endorse the survey report prior to its being forwarded.

b. Action by the Material Control Branch: Upon receipt of the forms requesting survey action, the Material Control Officer will review the request and determine if a survey is required and whether it should be a formal or informal survey action. In addition, in those cases where firearms are concerned, the survey request will be forwarded to the Ordnance Officer for review and action prior to the preparation of the survey forms in the smooth. After determining the type of survey action required, Material Control personnel will:

(1) Formal Survey - prepare in the smooth an original and five copies of NAV S&A Form 154 (Survey Request, Report, and Expenditure) and assign a serial number. Entries required are as shown in enclosure (3). Append the original request for survey and other pertinent documents and forward the forms to the senior member of the survey board.

(2) Informal Survey - Prepare, in the smooth, an original and five copies of NAV S&A Form 154 and assign a serial number. Entries required are as shown in enclosure (4). Append the original request for survey and any other pertinent data, and forward the forms to the individual tasked with performing the survey investigation.

c. Action by survey board/Department Head/Detachment Officer-in-Charge:

(1) Survey Board - Upon receipt of the request for survey, the board will conduct a thorough investigation into the circumstances sur-

rounding the request for survey. Upon completion of their investigation, the board members will complete the survey report and recommendation section of the survey form with a concise and complete statement of condition, cause, responsibility and recommendation as shown in enclosure (5). In the case of weapons surveys this information will be amplified to include all the items shown in enclosure (6). At the completion of this action, the survey forms will be forwarded to the Commanding Officer for review.

(2) Department Head/Detachment Officer-in-Charge - Upon receipt of the forms directing an informal survey, the Department Head/Detachment Officer-in-Charge will conduct a thorough investigation of the circumstances surrounding the request for survey. Upon completion of the investigation, he will complete the survey report and recommendation section of the survey request with the entries shown in enclosure (6). Upon completion of this action the Department Head/Detachment Officer-in-Charge will forward the survey forms to the Commanding Officer for review.

d. Review of completed surveys: The Commanding Officer will review and either approve or disapprove all completed surveys. Approved surveys will be forwarded to the Material Control Officer for disposition and record holding purposes. In those cases where the action of the survey board/surveying officer is disapproved, a second survey will be ordered. In all cases, this second survey will be a formal survey. Disapproved surveys will be forwarded to the Material Control Officer for filing.

e. Disposition of approved survey forms: Copies of completed, approved surveys will be distributed as follows:

- (1) One copy to the originator of the survey report.
- (2) One copy to the surveying officer/survey board.
- (3) The original and three copies to the officer carrying the surveyed material on his records.

NOTE: In those cases where final approval is required by the cognizant bureau or office, the original of the completed survey will be forwarded to them for action.

## 5. Reports Required:

a. Report of missing, lost, stolen or recovered government property - (reference (b) applies) - Required on all missing, lost, stolen or recovered government property identifiable by a serial number, including firearms. Report will include:

(1) For firearms - Type, name of manufacturer, caliber, serial number, estimated or actual value and the circumstances surrounding the loss/theft/recovery, including date and place of loss/theft/recovery.

(2) For other property - Type of article, brand name, model, serial number, estimated or actual value and the circumstances surrounding the loss/theft/recovery, including date and place of recovery. Reports will be sent to:

Naval Investigative Service H. Q.  
Code 23  
2461 Eisenhower Avenue  
Alexandria, Virginia 22314

b. Report of surveyed firearms - (reference (c) applies) - Copies of approved surveys concerning firearms will be forwarded to:


(1) Commanding Officer  
Navy Ships Parts Control Center  
Mechanicsburg, Pennsylvania 17055

(2) Commanding Officer  
Naval Ammunition Depot  
Crane, Indiana 47522

c. MARC Code D and E Items - (reference (d) applies) -

(1) Value over \$1,000.00 - Original and one copy of the completed survey form will be submitted via the chain of command to Naval Air System Command Representative, U. S. Pacific Fleet, with a request for review of the survey action and disposition instructions. The original of the survey will be annotated in the bureau approval block and returned to the originating activity along with disposition instructions.

(2) Value of less than \$1,000.00 - Completed survey reviewed locally and copies of S&A Form 154 will be forwarded to Naval Air System Command Representative, U. S. Pacific Fleet (Attn: Code 22) and Commander Naval Air Force, U. S. Pacific Fleet (Attn: Code 75). Immediate local disposition or request for final disposition from Naval Air System Command Representative, U. S. Pacific Fleet is optional.

  
G. C. HARGROVE, Jr.

Distribution:

HA(L)-3 INST 5216.1C

List I, Case A

List I, Case B (F-N Only)

ORIGINATORS STATEMENT

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ DET/DIV \_\_\_\_\_

TO: COMMANDING OFFICER

SUBJ: REQUEST FOR SURVEY OF \_\_\_\_\_

1. REASON FOR SURVEY:

VERY RESPECTFULLY,

-----  
ENDORSEMENT:

DATE: \_\_\_\_\_

1. I CERTIFY TO THE BEST OF MY KNOWLEDGE, THE ABOVE IS A CORRECT  
STATEMENT.

\_\_\_\_\_  
DET CINC/ B.T. DIV OFF

Enclosure (1)

HA(L)-3 INST 4500.1A

WEAPONS/WEAPONS SYSTEMS LOSS REPORT (CONFIDENTIAL WHEN FILLED IN)

FROM: DET \_\_\_\_\_ ARMAMENT OFFICER  
TO: HA(L)-3 ARMAMENT OFFICER  
REF: HA(L)-3 INST 4500.1A

A/C SIDE # \_\_\_\_\_

A/C BUREAU # \_\_\_\_\_

DATE TIME AND COORDINATES WHERE AIRCRAFT DOWNED \_\_\_\_\_

DATE TIME AND COORDINATES WHERE WEAPONS WERE LOST \_\_\_\_\_

CIRCUMSTANCES \_\_\_\_\_

WEAPONS BY SERIAL NO. AND TYPE

SUB-CUSTODIED TO  
(PLEASE PRINT)  
INCLUDE SSN/FILE OR SERVICE NO.

WEAPONS SYSTEMS

XM-21 \_\_\_\_\_

XM-158A1 \_\_\_\_\_

SIGNATURE \_\_\_\_\_

REPORT OF WEAPONS/WEAPONS SYSTEMS LOSS  
HA(L)-3 FORM 8000/2 (1-7)

Enclosure (2)