

Report of Survey Checklist			
Investigating Officer (Last, First, Mi)		CAPID	Date Completed
Property Tag #	Serial Number	Noun	
Description		Make	Model
Date Item Discover Missing/Damaged	Date Item Reported Missing/Damaged	Date Last Inventoried	
Was the loss/damage discovered during annual inventory? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name and contact information of individual who reported the loss/damage.			
Description of how the loss was discovered and reported.			
How was the item lost or damaged?			
Report of facts revealed in interviews (include names and contact information of individuals interviewed). Upload Interviews.			
Describe steps taken to locate/recover the item.			

Investigator's statement as to whether or not negligence or procedural deficiency led to the loss. Clearly state facts that will be useful to commanders in determining whether an individual's/unit's negligence contributed to the loss or damage.

Investigator's recommendations to prevent recurrence.

Investigator's recommendations for changes to directives or unit procedures.

Items recommended for upload into ORMS

- Report of facts revealed in each interview
- Copies of Police or fire reports applicable to the loss or damage
- Where appropriate, upload photos relevant to the investigation
- Copies of documentation of attempts to recover property
- Copies recommended changes to procedures or directives to prevent recurrence