

TIMELINE FOR REPORT OF SURVEY PROCESS

1. As a result of recent audits, the Office of Acquisition and Logistics (OA&L) has identified a need for establishing specific timelines for the Report of Survey (ROS) process. The establishment of timelines for the ROS process has also been requested by field operations personnel and property managers.
2. The timelines contained in this policy were developed collaboratively between OA&L and the Veterans Health Administration Office of Prosthetics and Clinical Logistics. These timelines will apply to all VA administrations and staff offices.
3. Timelines and actions concerning the ROS process are as follows:
 - a. In the event a VA employee detects a missing or damaged piece of property, they will immediately report the situation to the responsible individual (supervisor or Equipment Inventory Listing Custodial Officer).
 - b. Upon report of a missing item, the responsible individual will conduct an immediate search of the area in an attempt to locate the missing property and question individuals concerning their knowledge of the missing item or circumstances surrounding the damaged property.
 - c. If suspicious evidence exists and deemed appropriate, the responsible individual is to contact the VA police (in VA Central Office [VACO], Office of Security and Law Enforcement) and complete a Uniform Offense Report (VA Form 1393) and forward it to the Accountable Officer (AO), along with the completed ROS (VA Form 1217). Both forms are required to be submitted by the responsible individual no later than 3 working days from the discovery of the missing or damaged property.
 - d. When the facility AO is responsible for conducting all inventories at a facility and locates the missing item, the AO will inform the responsible individual within 1 working day of the discovery of the missing item.
 - e. The AO will assign a ROS surveying official for all items below \$5,000. If the item is worth \$5,000 or more or the assignment of pecuniary liability is likely, the AO will establish a board of survey. Both are required to be performed within 5 working days after receipt of the ROS from the responsible individual. The ROS, along with accompanying information (e.g., a police report; or statement from an interested party; or a Security Operations Center report from the Information Security Officer on whether or not the item could or did contain sensitive data) will be forwarded to the approving official (in VACO, the Deputy Assistant Secretary for Administration) for

review and approval of the personnel assigned to conduct the ROS investigation. The approving official may not be any grade lower than the associate director or equivalent.

f. The approving official has 8 working days to approve the assignment and return the ROS to the AO.

g. Once approval of the assignment has been received from the approving official, the AO has 3 working days to conduct a meeting to brief the assigned surveying official or board members on their role in the ROS process.

h. After receipt of the ROS and the briefing by the AO, as appropriate, the ROS surveying official or board members will conduct the survey and submit a completed and signed ROS by the close of business on the 10th working day after the receipt and briefing.

i. After the AO receives the completed and signed ROS, it must be forwarded within 7 working days to the approving official for review and approval.

j. The approving official has 2 working days to review and approve, or recommend more action if deemed necessary. If more action is required by the ROS surveying official or board, the ROS package will be returned to the AO for completion of the action recommended by the approving official.

k. Upon receipt of the request from the approving official for more action by the ROS surveying official or board, the AO has 2 working days to ensure the recommended action is completed and returned to the approving official for final approval.

l. Except when property constitutes a hazard to health or other property, damaged property will not be disposed of or put back into service until it has been determined by the surveying official or board that it is no longer needed for investigative purposes. Once this is determined, the property will be disposed of within established VA guidelines and removed from property records as appropriate, or put back into service.

m. When property cannot be found, it will be designated as lost or stolen and removed from property records.

4. The overall ROS process will not exceed 60 days unless there is an ongoing law enforcement investigation requiring additional time. If the process exceeds 60 days, the ROS should be noted and annotated by the facility director.

June 4, 2008

VA Notice 08 - 02

5. **REFERENCE:** VA Handbook 7125, General Procedures, dated November 11, 1994.

6. **RESCISSION:** This notice is rescinded November 30, 2008. Thereafter, the information will be placed into VA Handbook 7002, Logistics Management Procedures.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/
Robert T. Howard
Assistant Secretary for
Information and Technology

/s/
Robert J. Henke
Assistant Secretary for Management

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