

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
INDIAN HEALTH SERVICE**

Refer to: PM

ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 98-02

BOARD OF SURVEY FOR SERVICE UNITS

Sec.

1. Purpose
2. Membership
3. Effective Date

1. **PURPOSE.** The purpose of this circular is to delegate members and alternate members to act as the Board of Survey as required by the Department of Health and Human Services Logistic Management Manual 103-27.57. The Board of Survey will be responsible to investigate losses, damage and destruction of government personal property, establish liability for loss or damage and to provide relief from accountability.
2. **MEMBERSHIP.** Effective immediately and until this appointment is rescinded, the employees filling the following positions will act as the Board of Survey for each Service Unit.

<u>MEMBERS:</u>	Chairman:	Sanitarian
	Secretary:	Secretary of the Service Unit Director
	Member:	Pharmacist
	Member:	Director of Nursing

<u>ALTERNATE:</u>	Chairman:	Maintenance and Operation Foreman
	Member:	Dental Officer

3. **EFFECTIVE DATE:** This circular is effective upon date of signature.

Signed by Judith a. Kitzes, MD

Duane L. Jeanotte
Acting Area Director
Albuquerque Area Indian Health Service

Distribution: All Indian Health Service Manual Holders
Date: January 26, 1998