

**BY ORDER OF THE COMMANDER,
18TH WING (PACAF)**

AIR FORCE MANUAL 23-220



**18TH WING
Supplement 1**

28 DECEMBER 1996

Supply

**REPORTS OF SURVEY FOR AIR FORCE
PROPERTY**

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This supplement applies to all 18th Wing and associate units. New or revised material is indicated by a bar (|).

AFMAN 23-220, 1 July 1996, is supplemented as follows:

4.1. General guidance on how to fill in the DD Form 200, **Financial Liability Investigation of Property Loss**, is contained in Attachment 3 of this supplement.

4.1.1. A sample memorandum for appointing an initial investigating official is contained in Attachment 2 of this supplement.

4.1.3. A checklist for Report of Survey (ROS) monitors and initial investigating officials is contained in Attachment 1 of this supplement.

4.1.4. After all blocks (1 - 12) of the DD Form 200 are completed, the report will be hand carried to the 18 WG ROS Program Manager's office in Building 721, Financial Management and Comptroller, second floor. Reports should not be sent through distribution channels. When the ROS has been signed by either the appointing authority or approving authority for closeout.

4.1.5. The accountable officers are the Chief of Supply for supply system stock cases, the Vehicle Operations Officer for vehicle cases, and Chief of Services for food/meals ready-to-eat items. For other cases, contact the 18 WG ROS Program Manager for proper guidance. The accountable officer's signature will be obtained only after the report has been forwarded to the 18 WG ROS Program Manager's office for assignment of a control number and final processing. It is the responsibility of the squadron monitor to ensure this requirement is met.

4.1.10.1. (Added) Once completed, the original ROS with all attachments will be filed at the 18 WG ROS Program Manager's office.

4.1.10.2. (Added) One copy will be returned to the originating activity's ROS Monitor for file. ROS Monitors will maintain a copy of the closed report for a period of at least 2 years. Additionally, ROS Monitors should forward one copy of the final determination to the responsible party and instruct that person to maintain a copy of the closed report until after PCS.

11.2. Each unit assigned, attached, or associate to the 18th Wing must designate a person to act as squadron ROS monitor. A sample memorandum for appointing squadron ROS Monitors is contained in Attachment 2 of this supplement. The squadron ROS monitors will:

- Receive documented training from the Base ROS Manager.

- Be the sole source of contact for reports originating within their unit.

- Be the sole point of contact between the Base ROS Manager and their unit.

- Ensure DD Form 200, **Financial Liability Investigation of Property Loss** is submitted properly and on time.

- Ensure the checklist in Attachment 1 is used when reviewing each ROS initiated within their unit.

- Assist personnel in their unit who are tasked to prepare a ROS.

7.1. The initial investigating official will be briefed by the squadron ROS Monitor on the provisions of AFMAN 23-220 Chapter 7, paragraph 11.2, this supplement.

7.3. The initial investigating official will be suspended from regular duties for 30 days to complete the initial investigation.

Attachment 1**MONITOR'S CHECKLIST**

NOTE: Upon completion of Report of Survey (ROS) package, the Unit Monitor should ensure that all items on the checklist are complete prior to forwarding the package to the 18 WG ROS Program Manager.

A1.1. Prior to the preparation of DD Form 200, **Financial Liability Investigation of Property Loss**, ascertain: Was the individual suspected of, or responsible for the loss or damage to government property given an opportunity to voluntarily pay for such damage or loss?

A1.2. Is the organization, current rank, date of rank, date of separation, and Social Security number of the person suspected of, or responsible for the loss or damage included in the ROS package?

A1.3. Is the duty phone number of the initial investigator or Report of Survey Official included on the DD Form 200 or in the ROS package?

A1.4. Are all attachments or exhibits tabbed or labeled in the original package and listed on DD Form 200, or on a blank sheet of paper, if necessary, and attached to the DD Form 200?

A1.5. Have blocks 1, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 on the front side, and block 17 a (4.1.5.) on the back-side of the DD Form 200 been properly filled in per this Supplement? Block 2 will be filled in by the 18 WG ROS Program Manager after receipt of the ROS package.

A1.6. Were signed statements obtained from persons referenced in Block 9 of DD Form 200 and are they included as exhibits in the ROS package?

A1.7. Has Squadron level signature or coordination been obtained in Block 12 of DD Form 200?

A1.8. Does the evidence presented in the ROS package support the investigating official's recommendation of peculiarly liability for the loss or damage?

A1.9. Does the ROS answer completely the questions: WHO? WHAT? WHEN? HOW? and WHERE? Does it include the equipment account code document number in Block 9?

A1.10. Have you made a copy of the entire ROS package and listed it on your ROS Register?

A1.11. Have all the required signatures (Responsible Officer, Investigating Official, and Squadron Commander) been obtained before bringing the package to 18 WG ROS Program Manager?

A1.12. Has the 18 WG ROS Program Manger been called to resolve any unanswered questions prior to submission?

Attachment 2

SAMPLE MEMORANDUM, APPOINTING SQUADRON MONITOR

MEMORANDUM FOR 18 WG/FMC

FROM: Squadron name & address

SUBJECT: Appointment of Report of Survey Monitors

1. The following individual(s) are appointed Report of Survey Monitor(s) for the 18xx/xxx:

<u>Rank/Name</u>	<u>Off Sym/Duty Phone</u>	<u>DEROS</u>	<u>Position</u>
Name One			Primary
Name Two			Alternate

2. This letter supersedes all previous letters, same subject.

Squadron Commander's signature block

Attachment 3

**DIRECTIONS FOR COMPLETING DD FORM 200,
FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS**

BLOCK 1: Date the Initial Investigating Official begins investigation.

BLOCK 2: Leave blank, the ROS number will be assigned by the WG ROS Program Manager

BLOCK 3: Date the item was discovered to be lost, damaged or destroyed.

BLOCK 4: Stock number of the item in question.

BLOCK 5: Full description of the item.

BLOCK 6: Number of items lost, damage or destroyed.

BLOCK 7: Cost of 1 item listed in Block 5.

BLOCK 8: Enter the result of Block 6 times Block 7 unless depreciated cost or repair costs are available.

BLOCK 9: Explained on following page.

BLOCK 10: List deficiencies in directives, procedures, controls, etc., and a statement of corrective action that should be implemented in order to avoid recurrence of this type of incident.

BLOCK 11: Initial Investigating Official must be an officer, NCO (E-7 or above), or civilian employee (WG-9, WL-5, WS-1, or GS-7 or above), but cannot be the individual responsible for accountability, custodianship, care, or safekeeping of the lost or damaged property. Ensure the Initial Investigating Official's rank (or grade) is included.

BLOCK 12: The responsible officer is the Squadron/Unit commander or Staff Agency head who has overall responsibility for management and control of property record items. For supply system stocks, the responsible officer could be a manager who works for an accountable officer. The responsible officer and accountable officer could be the same person. In commissary stores with a commissary officer, the responsible officer is the store manager, department manager, or supervisor who exercises direct control of property. Commissary officers or store managers sign as responsible officers for Commissary Trust

Revolving Fund (CTRF) in-use equipment. Ensure that in sub-block (a), the responsible officer checks either block “yes” or “no” in regards to whether negligence or abuse was evident and that in (b) a determination of that negligence is plainly listed. Always obtain the responsible officer’s signature before submission of the ROS package to 18 WG ROS Program Manager.

BLOCK 13: Leave blank

BLOCK 14: Leave blank

BLOCK 15: Leave blank

BLOCK 16: Leave blank

BLOCK 17: The accountable officers are the Chief of Supply for supply system stock cases, the Vehicle Operations Officer for vehicle cases, and Chief of Services for food/meals ready-to-eat items. For other cases, contact the 18 WG ROS Program Manager for proper guidance. NOTE: If the ROS involves a supply item, the Initial Investigating Officer must put the document number in Block 17a of the DD Form 200.

BLOCK 9 EXAMPLE

A. RESPONSIBLE INDIVIDUAL (NAME/RANK/SSAN/DEROS):

John Doe, SSgt, 012-34-5678, Jan 92

B. BRIEF EXPLANATION OF WHAT HAPPENED:

Give a clear, accurate description of circumstances surrounding the loss, damage, or destruction of government property. Explain what the responsible person did, or did not, do to determine if actions were reasonably prudent. If the individual is recommended negligent for less than 100% liability, include the basis for partial assessment.

C. RECOMMENDATION PERTAINING TO NEGLIGENCE STATED IN THIS MANNER:

Based upon the facts and circumstances of this case, the preponderance of evidence indicates that SSgt Doe’s negligence (or willful misconduct, or deliberate unauthorized use) was the proximate cause of the damage/loss to the property.

D. EXHIBITS (LIST ALL SUPPORTING DOCUMENTS THAT ARE APPLICABLE AND ATTACHED):

Exhibits:

- (1) CA/CRL
- (2) Copy of Turn-in document
- (3) AF Form 20 (GMV repair costs)
- (4) Police report
- (5) Statements from other individuals
- (6) Any other pertinent information

NOTE: Please tab all exhibits (i.e. Exh 1, Exh 2, Exh 3)

JOHN R. BAKER, Brigadier General, USAF
Commander, 18th Wing