

**18 JULY 2004**



**Supply**

**RECOVERY OF GOVERNMENT PROPERTY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 512 AW/CCE (Maj Larry G. Murphy)  
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This Instruction implements AFD 23-2, *Supplies and Materiel Management*. It establishes the responsibilities and procedures for the clearance and recovery of individual and organizational equipment from personnel assigned to the 512 AW. It also applies to reservists who are transferred or separated from the 512 AW.

**SUMMARY OF REVISIONS**

This instruction clarifies the responsibilities for commanders after the elimination of supply accountability for individual equipment and realigns the primary responsibility with the unit custodians. It outlines unit commander's responsibilities to ensure individuals receive only authorized items. The OPR has also changed to the 512<sup>th</sup> Logistics Readiness Flight. It also reflects office symbols changes under the current reorganization. A bar ( | ) indicates revisions from the previous edition.

**1. Responsibilities and Procedures:**

- 1.1. Personnel Relocation (DPMSA) will send an out-processing checklist to individuals projected to separate. This will include the date of final processing which will usually be on the individual's last UTA.
- 1.2. Individual members will ensure their supply accounts are cleared with their unit and their unit clothing custodian.
  - 1.2.1. Member will return all recoverable organizational equipment to the unit that was issued on the AF Form 1297, **Temporary Issue Receipt**.
  - 1.2.2. Member will return to the unit clothing custodian all individual or organizational equipment issued on AF Form 538, **Personal Clothing and Equipment Record**.
- 1.3. Unit clothing custodians will process uncleared accounts using the following procedures:

Verify that an obligation exists. If an obligation does exist: (1) Obtain two copies of applicable AF Form 538 or AF Form 1297; (2) Forward one copy to the unit commander for recovery action as specified in paragraph 1.4. in this instruction; and (3) Retain the other copy in a suspense file with a copy of the out-processing checklist.

1.3.1. Perform a periodic follow-up on suspended recovery actions.

1.3.2. Upon completion of Report of Survey (ROS), send letters of notification to the following, if applicable):

1.3.2.1. The base ROS Monitor is located in the Financial Management Office (436 CPTS/FMA) ([Attachment 1](#))

1.3.2.2. Individual ([Attachment 3](#) or [Attachment 4](#))

1.3.3. Clear obligation suspense file.

1.3.4. Send information copy of Report of Survey to the unit commander.

1.4. When reservists fail to return to their unit for out-processing, unit commanders will take the following actions to attempt recovery of Air Force equipment:

1.4.1. Notify individuals by phone, advise of obligation, and request turn-in of items.

1.4.2. If account is not cleared within 14 days of notification, the commander will send a letter by certified mail with a return receipt requested. ([Attachment 3](#)) IAW AFMAN 23-220, *Reports of Survey for Air Force Property*, initiate DD Form 200, **Report of Survey**, forty-five (45) days after the date of the certified notification letter.

1.4.3. Forward DD Form 200 to the 436<sup>th</sup> Financial Management Office (436 AW/FM).

## **2. Relief from Responsibility for Public Property Lost, Damaged, or Destroyed by Causes Other Than Fair Wear and Tear:**

2.1. Where monetary liability is admitted, and the damage or the total loss does not exceed \$500.00, relief from responsibility may be obtained by processing one of the following forms.

2.1.1. DD Form 362, **Statement of Charges/Cash Collection Voucher**

2.1.2. DD Form 1131, **Cash Collection Voucher.**

2.2. When monetary liability exceeds \$500.00, process DD Form 200 in accordance with AFMAN 23-220.

2.3. When monetary liability is not admitted, determination of responsibility may be obtained by using procedures established in AFMAN 23-220.

2.4. The following categories require preparation of DD Form 200 regardless of dollar value: (1) Controlled items as defined in AFMAN 23-110V5, *Air Force Medical Materiel Management System – General*; (2) All types of weapons; and (3) Items having a security classification.

RONALD A. RUTLAND, Col, USAFR  
Commander

**Attachment 1**

**SAMPLE REPORT OF SURVEY MEMORANDUM**

MEMORANDUM FOR 436 CPTS/FMA (Attn: Report of Survey Monitor)

FROM: Unit (Full Address)

SUBJECT: Report of Survey

1. SSgt John Doe has been found monetarily liable for sample equipment item. This is the cost of Air Force clothing and/or equipment in the member's possession when he separated from this unit.
2. Request that this report be inserted in the member's record since the individual is no longer within our jurisdiction. This report can be withdrawn upon either payment of the amount owed or return of the item(s). If SSgt John Doe has joined another unit, please notify HQ ARPC/ (office symbol), 6760 East Irvington Place, Denver CO 80280-5000.
3. A copy of the report has been sent to HQ ARPC for collection action. We have asked them to keep you advised of collection status.

UNIT COMMANDER'S SIGNATURE BLOCK

**Attachment 2**

**SAMPLE MEMORANDUM FOR COLLECTION OF DEBT OWED THE U.S. GOVERNMENT**

MEMORANDUM FOR HQ ARPC/(Office Symbol)

6760 East Irvington Place

Denver CO 80280-5000

FROM: Unit (Full Address)

SUBJECT: Collection of Debt Owed the U. S. Government

1. Request you initiate collection action against the following personnel:

REPORT OF

<u>SSN</u>	<u>NAME/GRADE</u>	<u>SURVEY #</u>	<u>AMOUNT</u>	<u>ACTION</u>
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2. The above were found monetarily liable for the amounts shown above based upon deliberate unauthorized use of Government property.

3. HQ ARPC/DPMAE has furnished copies of this letter with attached reports for insertion in each person's official file to be retained until the debt is satisfied.

4. Please advise us when collection is received. Also advise HQ ARPC/DPMAE of any changes in status or collection results.

5. Information contained in this letter is protected by the Privacy Act of 1974.

UNIT COMMANDER'S SIGNATURE BLOCK

Attachment:

Reports of Survey

**Attachment 3**

**SAMPLE MEMORANDUM FOR RETURN OF GOVERNMENT PROPERTY**

MEMORANDUM FOR INDIVIDUAL

FROM: Unit Commander (Full Address)

SUBJECT: Return of Government Property

1. United States Air Force-owned items, as identified on attached AF Form 538, and/or AF Form 1297 were issued to you while serving in the 512<sup>th</sup> Memorial Affairs Squadron , a unit under the 512 AW. We have not been able to clear your record file for lack of these assets.
2. You are financially responsible for these items. Your full cooperation in returning the items within 14 days of this letter would be greatly appreciated.
3. Using the return envelope, advise within five days of receipt of this letter when you plan on returning the items or otherwise resolving the obligation. For additional information, please call my office at commercial 302-677-XXXX.

UNIT COMMANDER'S SIGNATURE BLOCK

2 Attachments

AF Forms 538/1297

1st Ind, Member's Name

Date

MEMORANDUM FOR (UNIT)

1. I will return the item(s) on \_\_\_\_\_.
2. I will resolve this obligation on \_\_\_\_\_.

MEMBER'S SIGNATURE

**Attachment 4****SAMPLE MEMORANDUM FOR REPORT OF SURVEY LIABILITY**

## MEMORANDUM FOR INDIVIDUAL

FROM: 512 LRF/CC  
202 Liberty Way  
Dover AFB DE 19902-5202

SUBJECT: Report of Survey

1. On \_\_\_\_\_, the Survey Board found you monetarily liable for \_\_\_\_\_ based upon your deliberate unauthorized use of Government property. The liability is equal to the cost of Air Force organization items still on your records and presumably in your possession.
2. One copy of the Report of Survey has been forwarded to the Air Force Accounting and Finance Center for collection action by a collection agency.
3. Another copy of the Report of Survey has been sent to the Air Reserve Personnel Center for retention in your records, and will remain there until one of several actions occur:
  - a. You pay for the item(s).
  - b. You return the item(s) to us.
  - c. You furnish evidence of item(s) turn-in.
4. If you elect to pay, send a check (payable to the Accounting and Finance Officer, to HQ ARPC, 6760 Irvington Place, Denver CO 80280-5000).
5. Attached are copies of the Report of Survey and the letters to HQ ARPC. If you have any questions, please notify this office.

## UNIT COMMANDER'S SIGNATURE BLOCK

2 Attachments:

1. Report of Survey
2. Letter to HQ ARPC