



**REPORTS OF SURVEY FOR AIR FORCE  
PROPERTY**

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**AFMAN 23-220 Reports of Survey for Air Force Property, 1 July 1996, is supplemented as follows:**

This supplement establishes local guidance, procedures, and responsibilities for initiating and processing Reports of Survey (ROS) at McChord Air Force Base. This supplement applies to all active duty military, Air Force Reserve, Air National Guard and civilian personnel assigned or attached to McChord AFB.

**SUMMARY OF REVISIONS**

Changed **2.3.21.2. (Added)** to the Commander, 62 Logistics Readiness Squadron or designee. Added the 446 AW units accountable officer for automatic data processing equipment (ADPE) to **2.3.21.3. (Added)**. Changed the approving authority in **8.2.2.** to the Commander, 62 Mission Support Group (62 MSG/CC). Changed **11.2.** to the 62 LRS Procedures and Accountability Section (62 LRS/LGRSP). Deleted several lines in **14.1.23.** information was redundant and previously stated in the supplement. Changed **16.1.2.** and **16.1.6.4.1. (Added)** to the 62 LRS/LGRSP. **A bar ( | ) indicates a change since the last edition.**

2.3.18. Unless exempt under paragraphs 3.2 and 3.3, a report of survey will be initiated and submitted to the ROS Program Manager for all incidents of loss, damage, or destruction of government property regardless of the dollar amount. The decision to continue or not continue processing the report of survey beyond the initiation phase will be made by either the appointing or approving authority.

2.3.21.1. (Added) . The accountable officer for supply system stocks or vehicles/vehicle damage is the Commander, 62 Logistics Readiness Squadron (LRS) or designee.

2.3.21.2. (Added) . The accountable officer for ADPE is the base ADPE equipment control officer (62 CS/SCBNA). The accountable officer for ADPE for 446 AW units is 446 MSS/SCBN.

2.3.21.3. (Added) . The accountable officer for medical equipment and supplies is the 62d Medical Group, Medical Logistics (62 MEDG/SGSL).

2.3.21.4. (Added) . The accountable officer for reports of survey related to base housing is the Chief, Family Housing (62 CES/CEH).

7.1. **General.** The appointment of an initial investigating official must be in writing and signed by the unit commander. A copy of the appointment letter will be immediately forwarded to the ROS Program Manager. This copy will be used for suspense control purposes.

7.1.1. Investigating officials are required to contact the ROS Program Manager for a briefing and/or to obtain copies of prepared information before beginning the investigation.

7.4.1.1. (Added) . Immediately advise the ROS Program Manager if the subject of the ROS (person who may have caused the loss, damage, or destruction of government property) is scheduled for retirement or separation. Also referenced in paragraph 11.8.

8.2.2. The approving authority is the 62 MSG/CC.

11.2. **Appointment.** The 62 LRS/LGRSP manages the McChord Air Force Base Report of Survey Program Manager.

14.1.23. Before the DD Form 200, **Financial Liability Investigation of Property Loss** is submitted to the Report of Survey Program Manager, the investigating official must obtain the signature of the appropriate accountable officer in Block 17. All reports of survey are time-sensitive and will be hand carried to the Report of Survey Program Manager (62 LRS/LGRSP).

16.1.2. Before payment, all voluntary pay documents must be processed through the 62 LRS/LGRSP to ensure the individual's right to due process is preserved and that the Air Force is reimbursed the correct amount.

16.1.6.4.1. (Added) After the unit initiates the voluntary pay document, the individual incurring the financial liability will hand carry the document to the 62 LRS/LGRSP to receive a control number. After the control number is applied, the individual will immediately process the document through the Accounting and Finance Office Cashier and then provide a copy of the completed pay action to 62 LRS/LGRSP.

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*Abbreviations and Acronyms*

**ADPE**—Automatic Data Processing Equipment

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Commander