

BY ORDER OF THE COMMANDER



AIR FORCE MANUAL 23-220

FAIRCHILD AIR FORCE BASE

Supplement 1

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Supply

**REPORTS OF SURVEY FOR
AIR FORCE PROPERTY**

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

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

4.1.5. "The next step" (Insert) of the investigating officer "is to refer the ROS to the accountable officer so that the records may be adjusted". Signature of accountable officer is only required when property records are adjusted.

5.3.2. Immediately after "blocks 9 through 12" and 17, (Block 17, the accountable officer will ensure property records are adjusted if required at this time), "and return the ROS to the ROS program manager." Forward original and one complete copy of ROS to the ROS program manager. Permission to delay ROS will be requested in writing through the squadron commander to the wing ROS approving authority. Requests must state the specific circumstances that make personnel involved unavailable due to mission completion, leave, TDY, or illness and state the initiation phase NLT completion date.

5.3.3. "adjustment of property records" (obtaining accountable officer signature is the responsibility of the initial investigator) "...and to send a copy of the ROS file to person(s) who..."

7.4.10.5. (Added) The ROS will be signed in block 17 by the accountable officer (example: supply commander - CA/CRL, mobility gear, etc.; transportation commander- GOV damage; civil engineer commander - building damage; communications commander - pagers, ADPE, hand held radios) for the adjustment of property records.

7.4.10.6. (Added) One complete copy is forwarded to the squadron ROS monitor and held in suspense pending receipt of finalized report.

8.3.6. (Added) Appointment of squadron ROS monitors will be made in writing to the base ROS program manager. Appointment letter will include a primary and alternate representative, along with their rank,

phone number, FAX number and organization and office symbol. New monitors will make arrangements with ROS program manager for training upon appointment.

8.4.4. The wing commander will appoint in writing a separate appointing authority for the Air Force Survival School tenant unit for the purpose of reviewing student's voluntary payment feasibility letters.

9.6. (Added) Air Force Survival School Authority responsibilities:

9.6.1. (Added) Appointing authority will review all waiver letters from Air Force Survival School students requesting to be relieved of financial liability from lost or damaged items.

9.6.2. (Added) The appointing authority may relieve liability for students when the amount of loss or damage is less than \$500 and there is no evidence of negligence, willful misconduct, or deliberate unauthorized use. Consideration should be given to the circumstances, amount of loss, and the possible cost of an investigation. If the appointing authority chooses not to relieve financial liability, then a report of survey is initiated through normal channels. The specific Air Force Survival School squadron commander where the student was assigned at the time of the loss will complete Block 12 of the DD Form 200. A forwarding address and telephone number will be included in report. Refer to paragraph 16.7. (Added), this supplement, for additional Air Force Survival School voluntary payment procedures.

11.7.1. (Added) Squadron Report of Survey (ROS) Monitor's Responsibilities:

11.7.2. (Added) Attain initial and refresher training as needed. Maintain status log of all squadron ROS on either an AF Form 453, **Report of Survey Register** or computer equivalent. Notify squadron commander when a ROS is required and contact Wing ROS Program Manager for control number to initiate a report of survey. Ensure a disinterested party is selected for the investigating detail and their rank is appropriate IAW para. 7.1.

11.7.3. (Added) Suspense investigator and instruct them on their responsibilities IAW chapter 7 and 15 of this manual. Review ROS to ensure at a minimum the following is met: investigation is performed IAW this manual and the DD Form 200, Blocks 1-12 and 17 are completed correctly. Include date of purchase of asset. If item is a serialized controlled asset the serial number must be included on report. For damaged vehicles, include registration/tag number. Include telephone numbers for each person named in report and forwarding addresses, if applicable. Continual follow-up is the responsibility of the squadron ROS monitor to ensure investigation is completed to include appropriate signatures and submitted within proper timeframes.

11.7.4. (Added) The squadron ROS monitor will maintain one complete suspense copy. The original ROS plus an additional complete copy will be forwarded to the ROS program manager. ROS squadron monitor will replace their suspense copy by a finalized copy once the ROS is closed. The finalized copy will be sent to the squadron commander who will in turn pass it on to their squadron ROS monitor. Squadron ROS monitors will notify personnel named in the case if it is determined by the approving authority to relieve members of financial responsibility. All closed out records will be kept by the unit monitors for two years unless otherwise superseded by AFM 37-39.

11.7.5. (Added) Items recovered. Once a ROS number is assigned, a letter signed by the unit squadron commander explaining the situation is required to close out ROS. The letter must also be signed by the accountable officer (supply, transportation, communication squadron commander) indicating that asset has been picked back up (if required) on accountable records. Include ROS control number, item name, serial number, stock number, and quantity. Submit letter to the Base ROS Program Manager.

14.1.23. Following “actions on the DD Form 200.” NOTE: Accountable Officer signature is not required when asset is not listed on accountable records and no adjustment of property records is necessary.

14.1.24. (Added) Block 11b. Include investigator’s rank/grade.

14.3.1. After “processing procedures for the base.” Unit ROS monitor will call the Base ROS Program Manager to request a control number prior to the investigation stage of the ROS process. Once final action on the report process is complete a copy of the ROS will be sent to the squadron commander who will pass it on to the unit monitor after their review.

16.7. (Added) Voluntary Payments for Air Force Survival School Students. Due to the nature of the Air Force Survival School, many personal equipment items are issued to students and at times items are lost or damaged during the course of the training. The following special procedures will apply only to students who have lost or damaged government property while enrolled in the Air Force Survival School.

16.7.1. (Added) Individuals who have lost or damaged government property will be given an opportunity to make voluntary payment for the item(s) or submit a feasibility letter. The feasibility letter must state in a thorough manner the circumstances surrounding the loss or damage to government property and why the individual believes they should not be held financially liable for the item(s). The feasibility letter is forwarded to the Air Force Survival School appointing authority that will take action as stated in sec 9.6.

16.7.2. (Added) If the appointing authority approves the feasibility letter the individual is relieved of liability. If the appointing authority disapproves the feasibility letter, the student is given one more opportunity to make voluntary payment before a formal report of survey is initiated. The report of survey is initiated and accomplished in the same manner as described in this regulation for permanent party personnel.

16.7.3. (Added) Due to the lack of transportation for students, voluntary payments are made through the supply section of the Air Force Survival School. Supply will initiate a consolidated DD Form 1131, **Cash Collection Voucher**, and collect payments from individuals involved. The survival supply section will bring documentation and payments to the AFO at least twice a month. Once the payment has been made to finance a copy of the DD Form 1131 will be sent to the wing ROS office. The survival supply section will also maintain a copy of the complete DD Form 1131.

16.7.4. (Added) The Survival Supply Section will ensure all Equipment Authorized In-Use Detail (CA/CRL) adjustment requests are accompanied by a copy of the DD Forms 200, DD Forms 1131, or feasibility letters. Aforementioned documents will be sent to the 92d Supply Squadron’s Equipment Management Section (EMS). EMS will forward documents to the Inventory Section for adjustment purposes. Documents will be retained as supporting documentation for the Consolidated Inventory Adjustment Document Register (M10).

17.3.1. If legal or other counsel is used in the preparation of a written statement it must contain members’ signed endorsement that the statement prepared by counsel is being submitted with members full concurrence and consent.

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