

**BY ORDER OF THE COMMANDER  
PACIFIC AIR FORCES**



**AIR FORCE MANUAL 23-220**

**PACIFIC AIR FORCES COMMAND  
Supplement 1**

**8 AUGUST 2001**

**Supply**

**REPORTS OF SURVEY FOR AIR FORCE  
PROPERTY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication does not apply to Air National Guard (ANG) or US Air Force Reserve (AFRES) units and members.

### ***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

The numbering sequence for the paragraphs have changed and correspond to the appropriate paragraph in the original manual.

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

2.3.6. Failure to exercise the degree of protection of highly pilferable electronic equipment of the type described in AFMAN 23-220, PACAF Supplement, paragraph **11.4.2.1. (Added)**, will create a presumption of negligence on the part of the member. Additionally, trainers, ROS program managers, and the immediate supervisors of equipment custodians failing to properly train, or ensure training is being accomplished, may be held jointly and severally liable with equipment custodians for loss or damage to highly pilferable electronic equipment.

2.3.13. Trainers, ROS program managers, equipment custodians and the immediate supervisors thereof, may be held jointly and severally liable if they fail to take appropriate actions in the execution of their responsibilities. As described in paragraph **11.4.2.**, at a minimum, these individuals must ensure that proper training on individual members responsibility and enforcement of required hand receipt/electronic tracking procedures for highly pilferable electronic equipment is accomplished.

4.1.7. Notwithstanding the following, before submitting the ROS to the appointing authority, the investigating officer (IO) will in every instance submit the ROS to the legal office for review. Any attorney who advised the IO in matters pertaining to the investigation will not sign-off on that review. It will not there-

after be necessary to submit the ROS to the legal office if the appointing authority determines financial liability will be assessed, or forwards the ROS to the approving authority as described in paragraphs 2.3.15 and 9.5.2.

7.2. Once that is done, the investigator will schedule an appointment with an attorney or paralegal in the installation legal office to discuss the investigator's duties and the nature of an investigation. The legal office person with whom the investigator meets will be available to discuss issues with and to assist the IO throughout the investigation. Any attorney who advises the IO in matters pertaining to the investigation will not sign-off on the legal review of the ROS.

11.4.2. To ensure that equipment custodians and alternates, who must be E-4 or above, understand automatic data processing equipment inventory, accountability, and loss reporting requirements.

11.4.2.1. (Added) ROS program managers must ensure through training equipment custodians receive and through periodic reminders to the installation populace, notice is provided that highly pilferable electronic equipment such as laptop computers, cellular telephones, pagers and personal data assistants (e.g. palm pilots), must be stored out of sight in work section desk drawers, cabinets, etc. during normal duty hours when not in use and when no person from that duty section is in the immediate area of the device. Immediate area is that area from which a person could maintain visual surveillance and exercise immediate control of the equipment. If lockable drawers, cabinets, etc. are available in a duty section, then the highly pilferable items referred to above must be locked up during non-duty hours. Failure to take these precautions will create a rebuttable presumption of negligence for Report of Survey purposes should highly pilferable electronic equipment be discovered lost or missing. Equipment custodians may be held jointly and severally liable with the person to whom the equipment was entrusted if it is shown an equipment custodian knew or should have known these requirements were not being adhered to and failed to initiate corrective action.

11.4.2.2. (Added) ROS program managers must ensure all installation organizations have a hand receipt or electronic receipt/tracking process to account for the whereabouts of highly pilferable electronic equipment. If such property is unaccounted for because of non-compliance with these procedures, the equipment custodians, any supervisors or other personnel directly involved in the transfer or who are responsible to ensure that proper procedures were followed, may be considered contributorily negligent when the ROS is investigated. They will have created or condoned conditions or practices that favored the loss or damage of government property. Hand receipts or electronic receipts/tracking should inform recipients of equipment of the following:

11.4.2.2.1. (Added) When in your duty section, it is your responsibility to ensure this equipment is stored out of sight when not in use and when you, and no other person from your duty section, are able to maintain visual surveillance and immediate control over the equipment. During non-duty hours, you must secure the equipment in a lockable container if one is available in your duty section. If a lockable container is not available, at a minimum the equipment must be placed in a container, desk drawer, or cabinet out of sight. These same procedures apply if you are performing duty at a TDY location.

11.4.2.2.2. (Added) If you are authorized to take the equipment out of the duty section (e.g. to your residence), you should ensure the equipment is placed in a drawer, cabinet, etc. out of sight and your residence must be locked when you and any others who reside there are away from it. Similarly, when TDY and you will not be taking the equipment with you whenever you leave your TDY quarters, the quarters must be locked and the equipment must be physically stored out of sight (preferably in a locked container/drawer) or entrusted to the billeting or hotel/motel desk clerk after obtaining a hand receipt or other doc-

ument evidencing your right to possession of the property. Due to high incidences of theft, when traveling by air, TDY travelers must not place the equipment in checked luggage, regardless of whether the luggage can be locked.

11.4.2.2.3. (Added) Failure to adhere to these requirements will create a rebuttable presumption of negligence on your part for Report of Survey purposes should the equipment entrusted to your care become lost or missing.

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