



**REPORTS OF SURVEY FOR AIR FORCE  
PROPERTY**

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**AFMAN 23-220, 1 July 1996, is supplemented as follows:** This supplement implements Air Force Policy Directive (AFPD) 23-2, *Supplies and Materiel Management*. The purpose is to amplify and delineate applicable portions of AFMAN 23-220, *Reports of Survey for Air Force Property* as applicable to Travis AFB CA. Further, to emphasize the fact that DD Form 200, **Financial Liability Investigation of Property Loss**, serves three purposes: to determine assessment of financial liability; to adjust property records; and to allow commanders to correct or modify internal tracking and accountability procedures that allowed the equipment loss, damage or destruction of Air Force property. It is applicable to all Active Duty, Reserves, other Armed Forces using Air Force property, DoD civilians, and contractors who utilize Air Force property on Travis AFB.

### **SUMMARY OF REVISIONS**

To provide the investigating officer with an easy to understand guide of the investigating process and to improve the effectiveness and efficiency of the base wide program. It has also been modified to expand the purpose of Reports of Survey (ROS) and change the ROS Approving Authority. **An bar (|) indicates a change since the last edition.**

2.3.5. Withdrawal of Funds due to Loss, Damage or Destruction of Property. When circumstances warrant, ROS approving authority may withdraw funds from abusing units and transfer them to the accountable unit to reimburse them for the loss, damage or destruction of property. These determinations are made on a case-by-case basis by the ROS approving authority.

2.3.12.2. Equipment Issued for Personal Use. Individuals issued equipment, such as mobility gear/equipment or flight gear for their personal use, shall be held fully accountable for all equipment issued to them. A report of survey is required in all cases unless an individual desires to pay for the lost equipment.

2.3.15. Legal Opinion Required. When financial assessment is recommended, a written legal opinion will be obtained before the ROS is forwarded to the approving authority and an individual is advised that financial liability is being assessed.

2.3.18. Items costing \$500.00 or less. The following procedures will be followed for items costing \$500.00 or less:

2.3.18.1. (Added) Investigating officers are required to submit a memorandum, with all applicable statements and supporting documentation attached, to the ROS approving authority. (60AMW/DS) for a determination of whether or not a ROS will be required. This determination, in part, will be based on the facts in the case and the recommendations of the investigating officer. This guidance does not preclude a commander from processing a ROS, if desired.

2.3.18.2. (Added) If the ROS approving authority determines that a ROS is required, the investigation package will be returned to the investigating officer to formally initiate a ROS. If the ROS approving authority determines that a ROS is not required, the package will be returned to the investigating officer for continued processing.

3.1.2. ROS Mandatory. A ROS is mandatory, regardless of costs, if there is evidence of abuse, gross negligence, willful misconduct or deliberate unauthorized use, fraud, theft, or if negligence is suspected in the case of supply system stocks or property book items.

3.1.4. Items costing over \$500.00. A ROS is mandatory for all lost, damaged or destroyed property that costs over \$500.00.

### 5.3. Active Air Force Processing Times.

5.3.1. From Date of Discovery of the Loss. Within 15 days from the date of discovery of loss, damage or destruction of the Air Force property, the organization will appoint an investigating officer, and direct the investigating officer to contact the ROS Program Manager for a procedural briefing. After the investigating officer completes Blocks 1, 3, 4, 5, 6, 7, 8 and 11 of the DD Form 200, the investigating officer will fax a copy of the front of the DD Form 200 to the ROS Program Manager. The ROS Program Manager, in turn, will review the information, assign a control number for Block 2, and call the investigating officer so the control number can be placed on the original DD Form 200. At this time, the ROS will be entered into the system for tracking purposes and a case file established.

5.3.2. Timelines for Processing Reports of Survey. The following timelines are effective for completion of reports of survey. The investigating officer has 20 calendar days to complete the investigation and properly complete Blocks 1 through 11. Completion of Block 12 is the responsibility of the responsible officer, normally the unit commander. The unit commander has 10 days in which to complete Block 12 and deliver the report of survey to their respective group commander for review. The group commander is required to review the report of survey within five days and have the report delivered to the ROS Program Manager. Group commanders are to utilize Block 13 on the DD Form 200 to document their review.

5.3.2.1. Action Required by Unit Commanders for late completion of ROS. Unit commanders are required to document circumstances that prevented timely completion of reports of survey under their purview.

10.1. **ROS Approving Authority.** ROS approving authority for Travis AFB CA is 60 AMW/DS (Director of Wing Staff) for reports of survey in dollar amounts of \$50,000.00 or less. Reports of survey for dollar amounts over \$50,000.00 come under the purview of 60 AMW/CC (Commander) and are forwarded to the Commander for review and final determination.

11.2. **ROS Program Manager.** ROS Program Manager for Travis AFB CA is appointed, in writing, by the senior ROS approving authority on the base and works directly for the approving authority in matters concerning the reports of survey program. Paragraph 11.2. also refers.

11.2.1. Unit ROS Monitors. Each unit shall appoint a primary and alternate Unit ROS Monitor to serve as the focal point for all ROS initiated by the unit. These individuals, upon being appointed, shall contact the ROS Program Manager for a procedural briefing of their assigned duties. The unit monitors are responsible for coordination of all ROS originated by the unit and for maintenance of unit files.

11.4.2. Investigating Officers' Briefing Package. To assist investigating officers in completing the investigation and DD Form 200, a briefing package has been prepared and will be provided to investigating officers at the time of their briefing. Information in this package should answer most questions and will be especially helpful to first-time investigators.

11.5. **Report of Survey Register.** A Report of Survey Register is maintained by the ROS Program Manager to record, monitor and ensure that the reporting process is accomplished in a timely manner. Items can be tracked by ROS control number, unit, investigating officer and nomenclature. Registers and original reports of survey case files are maintained for a period of six years.

14.1.1. Submission of DD Form 200. Investigating officers will submit one copy of the DD Form 200, either a computerized version or typewritten, to the ROS Program Manager, within two days after the ROS procedural briefing. Facsimile copies are acceptable for this purpose. The investigative period will commence on the date the DD Form 200 is received and an investigating/inquiry number assigned to the report. However, the original report will contain the original DD Form 200, original sworn statements. All other documentation, i.e., copies of police reports, incident reports, equipment logs, listings or receipts, must be copy legible.

14.1.23. Accountable Officers (Block 17 of DD Form 200). The individual's listed below are normally the Accountable Officer for items under their purview:

Supply System Stock:	60 LRS/CC
Vehicle Damage:	60 LRS/LGRVO
Medical Equipment/Controlled Substances:	60 MDSS/CC
Damage to Military Family Housing:	60 CES/CC
Mobility Gear:	60 LRS/CC Individual members are responsible for loss, damage or destruction, if assessed financial liability; otherwise unit is assessed.
Leather Jackets:	Individual that receipted for jacket is responsible for loss, damage or destruction.
Pagers or Hand-held Radios:	60 CS/SCXR (Land Mobile Radio Office) Individual members are responsible for items issued to them.
Small Computers (CPU's, monitors, etc.):	60 CS/CC
Small Computers (CPU's, monitors, etc.):	349 CS/SCM, Communications Manager. Note: Applicable for all units of 349 AMW (AFRES)

18.4. **ROS Pertaining to Vehicles.** Guidelines for processing ROS pertaining to vehicles are as follows:

18.4.1. One or more of the following factors must be evident in order to initiate a ROS or impose financial liability. Gross negligence, willful misconduct or deliberate unauthorized use. A ROS is also required if the vehicle is destroyed and property records must be adjusted.

18.4.2. The investigating officer's comments must reflect one or more of the above factors and must be fully substantiated in the investigating officer's conclusion in Block 9 of DD Form 200. If none of the above factors are evident and cannot be substantiated, a ROS will not be prepared.

18.4.2.1. If the investigating officer recommends that a ROS should not be initiated, documentation of the accident must be accomplished much in the same manner as for a ROS. Investigating officers must fully document their findings and recommendations in a memorandum addressed to 60 AMW/DS (ROS Approving Authority), who will concur or not concur in the recommendations. All memorandums require endorsement by the unit commander.

18.4.2.2. Unit commanders will be notified by memorandum of the decision of the ROS approving authority. If a ROS is required, the investigating officer will continue with the normal ROS processing procedures. If a ROS is not required, the ROS program manager will ensure that both the unit and Transportation receive a complete copy of the investigation for their files.

18.4.3.6. Withdrawal of Funds due to Vehicle Abuse. When circumstances warrant, the ROS Approving Authority may withdraw funds from abusing units and transfer them to the accountable unit to reimburse them for the cost of materials used in repairing the damaged vehicle. These determinations are made on a case-by-case basis by the ROS approving authority.

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