



**REPORTS OF SURVEY FOR AIR FORCE  
PROPERTY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 10 MSG/LGRMR (Mrs. Linden Adams)

Certified by: 10 MSG/LGRDQ  
(Mr. Hamilton E. Buell)

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

***SUMMARY OF REVISIONS***

This Publication incorporates the distribution of appointment letter to 10th Security Forces Squadron, Administration and Reports (10 SFS/SFA) for loss and missing items (paragraph **4.1.1.**); adds requirements for Investigating Officer (IO) receive initial briefing from Headquarters (HQ) United States Air Force Academy (USAFA) Judge Advocate (HQ USAFA/JA) (paragraph **7.1.**); adds 10th Mission Support Squadron administrator (10 MSS/CCQ) will also be the administrator for various organizations within the Academy (paragraph **4.1.1.**); adds 10th Mission Support Squadron Commander (10 MSS/CC) will appoint Investigating Officers for various organizations within the Academy (paragraph **10.1.1.**); adds computation method for fair market value (paragraph 15.2.1. of AFMAN 23-220, *Reports Of Survey For Air Force Property*, & **Attachment 2**, Computation For Fair Market Value). Deleted (paragraph 7.4.3., 8.2.1., 12.3.1. and 16.1.2.5.). See **Attachment 1** for a glossary of references and supporting information. A bar (|) indicates revisions from the previous edition.

| 1.3. Address questions concerning content or interpretation of this supplement to the USAFA Report of Survey Program Manager (ROSPM) (10 MSG/LGRMR).

1.4. Top-level commanders and managers may become involved at any time during the process.

2.3.3. The term “officer” applies to anyone appointed to investigate a case, and, is authorized to administer oaths under the provisions of this paragraph.

2.3.6. A Government-Wide Credit Purchase Card cardholder (GPC) who makes unauthorized purchases or carelessly uses the GPC may be liable to the government for negligent or unauthorized purchases made in connection with the misuse or negligence. Liability under this section shall not exceed one month’s

base pay. The individual may also be subject to disciplinary action under Department of Defense (DoD) and United States Air Force (USAF) directives.

2.3.15. HQ USAFA/JA will provide a written legal opinion on Report of Survey (ROS) cases for legal sufficiency when liability is recommended.

2.3.16. Failure to properly dispose of nonaccountable government property is grounds for a Report of Survey and possible disciplinary action.

4.1.1. Unit commanders, staff agency heads and individuals in comparable positions initiate reports of survey for loss, damage, or destruction of government property issued to their units or to persons under their administrative control. Unit commanders will designate a Unit Report of Survey Administrator, in writing.

4.1.1.1. (Added) All Unit ROS Administrators need to courtesy copy 10 SFS/SFA on the appointment letters when property is lost or missing. The Unit ROS Administrator ensures that all aspects of the ROS program are accomplished. The USAFA Report of Survey Program Manager (10 MSG/LGRMR) is responsible for training Unit ROS Administrators.

**NOTE: If the property being investigated is Information Technology (IT) equipment (computers, printers, monitors, etc.), the IT Equipment Custodian for the account needs to contact the 10th Communications Squadron, IT Accountability (10 CS/SCRIA). The IO assigned will contact 10 CS/SCRIA with the ROS number.**

4.1.1.2. (Added) 10th Mission Support Squadron, Report of Survey Administrator (10 MSS/CCQ) will also be the administrator for the following organizations: See [Table 4.1. \(Added\)](#)

**Table 4.1. (Added) Organizations Under the ROS Responsibility of 10 MSS/CCQ**

—10th Mission Support Squadron, Family Support Center Office	—10 MSS/DPF
—10th Mission Support Squadron, Education/Training Services Office	—DPE
—10th Mission Support Squadron, Civilian Personnel Office	—DPC
—10th Mission Support Squadron, Airman Leadership School Office	—DPN
—10th Mission Support Group, Commander's Office	—10 MSG/CC
—10th Air Base Wing, Commander's Office	—10 ABW/CC
—10th Air Base Wing, Chaplin's Office	—10 ABW/HC
—10th Air Base Wing, Military Equal Opportunity Office	—10 ABW/MEO
—10th Air Base Wing, Exercise & Evaluation Office	—10 ABW/CVI
—10th Air Base Wing, USAFA Command Center Office	—10 ABW/CP
—10th Air Base Wing, Financial Management Office	—10 ABW/FM
—Headquarters USAFA, Command Section Office	—HQ USAFA/CC
—Headquarters USAFA, Safety Office	—HQ USAFA/SE
—Headquarters USAFA, Department of Personnel Office	—HQ USAFA/DP
—Headquarters USAFA, Chaplain's Office	—HQ USAFA/HC
—Headquarters USAFA, Judge Advocate's Office	—HQ USAFA/JA
—Headquarters USAFA, Protocol Office	—HQ USAFA/CCP
—Headquarters USAFA, Financial Management Office	—HQ USAFA/FM
—Headquarters USAFA, Inspector General's Office	—HQ USAFA/IG
—Headquarters USAFA, Public Affairs Office	—HQ USAFA/PA
—Headquarters USAFA, Plans and Programs Office	—HQ USAFA/XP
—Headquarters USAFA, Area Defense Council	—HQ USAFA/AFLSA

4.1.6. When facts indicate whether or not negligence or abuse was involved, and liability is recommended, the investigating official must allow the person involved to review the case and provide verbal or written information to refute the findings and recommendations. Verbal inputs will be put in writing by the IO and included as part of the case file.

5.3.2. The ROS should be initiated immediately after the loss or damage is discovered. If blocks 1 through 12 of the DD Form 200, **Financial Liability Investigation Of Property Loss**, are not completed within 45 days after the loss, damage, or destruction was discovered, a written explanation stating reasons for the delay must be attached to the ROS.

7.1. Commanders should be extremely careful to select competent personnel to conduct investigations. Selection should be based on their training, experience, aptitudes and ability to conduct an intelligent and

impartial investigation. Individuals appointed as Investigating Officials must schedule an initial briefing with HQ USAFA/JA prior to beginning their reports. A Guide will be given to each IO at the briefing.

7.2. The investigating official will follow the instructions in chapter 14 of this supplement for filling in blocks 1 through 12g on DD Form 200. Forward the completed package to 10 MSG/LGRMR.

7.2.2.3. AFI 23-111, *Management of Government Property in Possession of the Air Force*, prescribes basic policy and responsibilities.

7.2.2.8. AFMAN 23-110, Volume II, Part 13, Chapter 8, *USAF Supply Manual, Standard Base Supply Customer's Procedures, Equipment Management*, Paragraph 8.5.2. identifies the Primary Equipment Custodian's Responsibilities.

7.4. At a minimum, the investigator will answer what happened, how, where, when, who was involved, and if there was any evidence of negligence, misconduct, or deliberate unauthorized use or disposition of property. The Investigating Officer, based on the facts, will make findings and recommendations on the issue of liability of the person involved.

7.4.2. AF Form 1168, **Statement of Suspect/Witness/Complainant**, may be used. When AF Form 1168 is used, enter "Report of Survey Investigator" within Block I, UNIT TAKING STATEMENT, place N/A within Block I, DATE AND PLACE OF BIRTH and do not complete Block III in its entirety.

7.4.10.2. Losses resulting from noncompliance with account transfer procedures upon change of custodians should be considered when determining if financial liability should be assessed. The determination to assess liability should be strictly based on the facts and circumstances of the case. See AFMAN 23-220, *Reports of Survey for Air Force Property*, paragraph 21.4., for definitions of account transfer procedures.

8.4.1. The Wing or Installation Commander may also delegate approving authority, in writing, to any officer or equivalent civilian employee of his or her immediate staff.

9.2.1. Any officer or officer equivalent civilian employee may be designated appointing authority.

9.3.1. 10th Communications Squadron Commander's Support Staff (10 CS/CSS) is responsible for providing names of Financial Liability Officers (FLO) in accordance with USAFAI33-301, *Administering the Command Detail Program*. The FLO will be an officer, unless the appointment of a Noncommissioned Officer (NCO) (MSgt or above) or a civilian employee (General Schedule, GS-7, Wage Grade, WG-9, Wage Leader, WL-5, Wage Supervisor, WS-1, or above) is justified, in writing, by the appointing authority and cannot be assigned to the same organization as the individual being investigated.

9.3.3. The ROSPM will brief financial liability officers prior to their conducting an investigation.

10.1.1. Unit commanders, staff agency heads, and individuals in comparable positions will designate the IO. The Commander of the 10th Mission Support Squadron will be responsible for appointing IOs for the following organizations: See [Table 10.1. \(Added\)](#)

**Table 10.1. (Added) IOs Appointed by the 10 MSS/CC**

—10th Air Base Wing Commander's Office	—10 ABW/CC
—10th Air Base Wing Chaplain's Office	—10 ABW/HC
—10th Air Base Wing Military Equal Opportunity Office	—10 ABW/MEO
—10th Air Base Wing Exercise & Evaluation Office	—10 ABW/CVI
—10th Air Base Wing USAFA Command Center Office	—10 ABW/CP
—10th Air Base Wing Financial Management Office	—10 ABW/FM
—10th Mission Support Group Commander's Office	—10 MSG/CC
—Headquarters USAFA Command Section Office	—HQ USAFA/CC
—Headquarters USAFA Safety Office	—HQ USAFA/SE
—Headquarters USAFA Department of Personnel Office	—HQ USAFA/DP
—Headquarters USAFA Chaplain's Office	—HQ USAFA/HC
—Headquarters USAFA Judge Advocate's Office	—HQ USAFA/JA
—Headquarters USAFA Protocol Office	—HQ USAFA/CCP
—Headquarters USAFA Financial Management Office	—HQ USAFA/FM
—Headquarters USAFA Inspector General's Office	—HQ USAFA/IG
—Headquarters USAFA Public Affairs Office	—HQ USAFA/PA
—Headquarters USAFA Plans and Programs Office	—HQ USAFA/XP
—Headquarters USAFA Area Defense Council	—HQ USAFA/AFLSA

11.1. At the unit level, ROS Administrators perform some of the same duties as the USAFA ROS Program Manager.

11.2. 10 MSG/LGRMR is designated as the ROS program manager.

12.2.1.2. The Director of Staff (HQ USAFA/DS) is the ROS MAJCOM Commander.

12.5. The 10 ABW/CC Commander designated the 10th Air Base Wing Vice Commander (10 ABW/CV) as the USAFA ROS Intermediate Command Commander for the purpose of taking action on Reports of Survey.

14.1.2. Blocks 1, 3 through 8, and blocks 11b and 11c of the DD Form 200 must be completed prior to requesting a control number. Obtain a ROS number by contacting the ROSPM, 10 MSG/LGRMR.

14.1.8. In block 9, list the estimated or actual value of the loss or damage. Identify the responsible person full name, grade or rank, social security number, organization and a way to contact them (duty phone, home phone, date of separation, date eligible to return from over seas, and, if known, next duty station). The individual who initiated or investigated the ROS should completely describe the circumstances surrounding the loss, damage or destruction of Air Force property on a separate piece of paper and attach it to the DD Form 200. State if rules or directives were followed or what procedures were not followed by

whom. The information on this sheet is used by the appointing or approving authority to make a determination of whether or not negligence, willful misconduct or deliberate unauthorized use was the proximate cause of the loss, damage, or destruction. Ensure the procedures of AFMAN23-220, Chapter 7, *Investigating Officer - Responsibilities And Duties*, are followed. If the recommendation is for less than the cost of repairs or replacement, the investigating officer will provide an explanation to the approving authority, in writing, to support the recommendation. This document will be made a part of the ROS file as an exhibit.

14.1.9.1. (Added) Block 11. In block 11a, use the standard three line organizational address, and in 11b, include the rank or grade.

14.1.10. The responsible officer is the unit commander. Top-level commanders and managers may become involved at any time during the process. In block 12c, use the standard three line organizational address and in block 12d, include the rank or grade.

14.1.23. Accountable officers for vehicle accidents are the organizations' vehicle control officers (VCO), 10th Mission Support Group Logistics Readiness Division, Chief of Supply (10 MSG/LGR) is the accountable officer for all supply and equipment items, the 10th Communications Squadron Commander (10 CS/CC) for Automatic Data Processing Equipment (ADPE) controlled items and the 10th Civil Engineer Squadron, Housing Manager (10 CES/CEH) for Government housing, etc.

14.4.1.1. (Added) If the member accepts liability (be sure conditions of chapter 16, this publication, are met) and will make guaranteed payment, in the form of money order or certified check to the ROSPM for the lost, damaged, or destroyed item, then prepare DD Form 1131, **Cash Collection Voucher** and SF 215, **Deposit Ticket**. Checks will be made payable to the U.S. Treasury. The DD Form 1131 is prepared in two copies. The yellow copy of the SF 215 and one copy of the DD Form 1131 are maintained by the ROSPM. The DD Form 1131 will be completed as follows:

14.4.1.1.1. (Added) Block 1, Disbursing Office Activity: Enter USAFA Financial Management Accounting Liaison (HQ USAFA/FMFL), 2304 Cadet Drive, USAFA CO 80840-5040.

14.4.1.1.2. (Added) Block 2, Disbursing Office, Disbursing Officer.

14.4.1.1.3. (Added) Block 3, Disbursing Station Symbol Number: Enter 5257.

14.4.1.1.4. (Added) Block 4, Name of Remitter: Enter the individual's full name (last, first, middle initial), social security number for military members, or payroll Identification number for civilian employees, grade and unit. Include the statement, "Used instead of Report of Survey."

14.4.1.1.5. (Added) Block 5, Detailed Description: Describe the specific purpose for the collection, to include report of survey number, national stock number (NSN) or manufacturer's part number, serial numbers and the actual name of the item. State if the items were lost, damaged, or destroyed. Describe damage if appropriate.

14.4.1.1.6. (Added) Block 6, Amount: Enter the amount of money that the individual will pay.

14.4.1.1.7. (Added) Block 7, Accounting Classification: Enter 573019 525700.

14.4.1.1.8. (Added) Block 8. Total: Enter total amount of the money the individual will pay.

14.4.1.2. (Added) The ROSPM will take the guaranteed funds and completed SF 215 and DD Form 1131 to Air Academy National Bank and make deposit. Ensure the confirmed copy and the memo copy of the deposit ticket is machine stamped by the teller at the bank before placing it in the HQ USAFA/FM drop

box. The teller confirmed green copy and the memo white copy of the SF 215 and two copies of the DD Form 1131 will be left at the bank in the HQ USAFA/FM drop box located at the last teller window. The SF 215 will be completed as follows:

14.4.1.2.1. (Added) Block 2, Date Presented or Mailed to the Bank: The date must be in numerical format, i.e., 03-18-98 and not Mar 18 98. This block must be single-spaced, typewritten with no corrections.

14.4.1.2.2. (Added) Block 3, 8 Digit or 4 Digit Agency Location Code (ALC): Block 3 is single-spaced with the number 00005257-9. This block is to be typewritten with no corrections.

14.4.1.2.3. (Added) Block 4, Amount: Contains the money amount, which is also single-spaced, typewritten, with no corrections. Use commas and periods where appropriate. Do not use dollar sign.

14.4.1.2.4. (Added) Block 6, Agency Use: Contains information on which institution prepared and deposited funds. The right-hand side of this block should contain the name of the organization making the deposit; i.e., Report of Survey. The left side of this block contains "prepared by, verified by, and deposited by." The deposit slip must be verified by one individual and deposited by a different individual. The block must contain handwritten initials for each of the above tasks. When initialing the deposit ticket, ensure that your initials are legible through to the last copy.

14.4.1.2.5. (Added) Block 7, Name and Address of Depository: Contains Air Academy National Bank, USAFA CO 80840.

14.4.1.2.6. (Added) Block 8, Authorized Signature: The bank teller will complete block 8.

14.4.1.2.7. (Added) Block 9, Depositors Title, Department or Agency and Address: Individual's name, Deputy Director of Finance, PO Box 7020, Bellevue NE 68005-1920.

14.4.1.3. (Added) If the member will make payment through payroll deduction, the unit will prepare DD Form 362, **Statement of Charges/Cash Collection Voucher**. The DD Form 362 will be forwarded to the Military Pay Section. Military Pay will send a copy of DD Form 362 to 10th Mission Support Group Logistics Readiness Division, Equipment Management (10 MSG/LGRDSPE) within five days. Complete as follows:

14.4.1.3.1. (Added) Block 1, Date: Enter the date that the DD Form 362 is prepared.

14.4.1.3.2. (Added) Block 2, Document/Voucher Number: Leave this block blank.

14.4.1.3.3. (Added) Block 3, Organization: Self-explanatory.

14.4.1.3.4. (Added) Block 4, Station: Enter "USAF Academy CO 80840-XXXX."

14.4.1.3.5. (Added) Block 5, Disbursing Office Collection Voucher number: Leave this block blank.

14.4.1.3.6. (Added) Block 6, Disbursing Station symbol Number: Enter "5257."

14.4.1.3.7. (Added) Block 7, Accounting Classification: Enter "573019 525700."

14.4.1.3.7.1. (Added) Block a, Stock Number: Enter NSN or the manufacturer's part number.

14.4.1.3.7.2. (Added) Block b, Item Description: Self Explanatory, to include the report of survey number.

14.4.1.3.7.3. (Added) Block c, Quantity (Qty): Self-Explanatory.

14.4.1.3.7.4. (Added) Block d, Unit Price: Self-Explanatory.

14.4.1.3.7.5. (Added) Block e, Total Cost: Self-Explanatory.

14.4.1.3.8. (Added) Block 8, Type of Action (Select One): a-Payroll Deductions: include amount charged each month. b-Cash Collection. c-Grand Total.

14.4.1.3.9. (Added) Block 9, Certification of Responsible Individual: Individual should circle applicable a, b, or c statement.

14.4.1.3.9.1. (Added) Block d, Rank/Grade: Self-Explanatory.

14.4.1.3.9.2. (Added) Block e, Name: Self-Explanatory.

14.4.1.3.9.3. (Added) Block f, Social Security Number: Self-Explanatory.

14.4.1.3.9.4. (Added) Block g, Cause for Change: Enter "ROS."

14.4.1.3.9.5. (Added) Block h, Signature: Self-Explanatory.

14.4.1.3.9.6. (Added) Block I, Amount: Self-Explanatory.

14.4.1.3.10. (Added) Block 10, Organization Commander: No action required.

14.4.1.3.10.1. (Added) Block a, Date: Date organization commander signs DD Form 362.

14.4.1.3.10.2. (Added) Block b, Signature Block/Signature: Type in Signature Block of Organization Commander, then get his or her signature.

14.4.1.3.11. (Added) Block 11, Disbursing Officer or Payroll Certifying Officer: Leave blank. Finance to select applicable box a or b.

14.4.1.3.11.1. (Added) Block a, Date: Leave Blank. Finance to complete.

14.4.1.3.11.2. (Added) Block b, Signature Block/Signature: Leave Blank. Finance to complete.

15.1.2.2. Refer to AFMAN 23-220, paragraph 15.4. for information on determining salvage value.

15.2. Refer to AFMAN 23-220, paragraph 15.2.1. for fair market value of property. Also, see **Attachment 2** for computation of fair market value.

17.3.2. Bargaining unit employees also have the option of grieving the ROS findings under the provisions of the Bargaining Unit Contract, Articles 40 (Negotiated Grievance Procedures) and 49 (Report of Survey). In this case, the employee must present the matter (written or oral) to their immediate supervisor and provide written notification to 10 MSG/LGRMR within 20 calendar days of notification of the ROS findings. As an employee, you may appeal under the provisions of AFMAN 23-220 or in accordance with the Negotiated Grievance Procedures but not both.

18.4.3.5. Use DD Form 200 to document Investigating Officer's facts and recommendations to the Appointing Official.

**Chapter 23 (Added)****INFORMATION COLLECTIONS, RECORDS, AND FORMS****23.1. (Added) Information Collections, Records, and Forms.**

**23.2. (Added)** Information Collections. No information collections are created by this publication.

**23.3.(Added)** Records. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**23.4. (Added) Forms Prescribed.**

23.4.1. (Added) Forms or IMTs Adopted. SF 215, **Deposit Ticket**; AF Form 1168, **Statement of Suspect/Witness/Complainant**; DD Form 200, **Financial Liability Investigation of Property Loss**; DD Form 362; **Statement of Charges/Cash Collection Voucher**; and DD Form 1131, **Cash Collection Voucher**.

23.4.2. (Added) Forms or IMTs Prescribed. No forms are prescribed by this publication.

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 23-111, *Management of Government Property in Possession of the Air Force*

USAFAI33-301, *Administering the Command Detail Program*

AFMAN 23-110, Volume II, Part 13, Chapter 8, *USAF Supply Manual, Standard Base Supply Customer's Procedures, Equipment Management*

AFMAN 23-220, *Reports of Survey for Air Force Property*

USAFAI33-301, *Administering the Command Detail Program*

***Abbreviations and Acronyms***

**ALC**—Agency Location Code

**ADPE**—Automatic Data Processing Equipment

**DoD**—Department of Defense

**FLO**—Financial Liability Officers

**GPC**—Government Purchase Card

**GPP**—Government Wide Credit Purchase Card

**IO**—Investigating Officer

**NCO**—Noncommissioned Officer

**NSN**—National Stock Number

**ROS**—Report of Survey

**ROSPM**—Report of Survey Program Manager

**USAF**—United States Air Force

**USAFA**—United States Air Force Academy

**VCO**—Vehicle control officers

**Attachment 2**

**COMPUTATION FOR FAIR MARKET VALUE**

**REPORT OF SURVEY #00-000**

Purchased Price: \$1,1150.000

Date of Purchase: 12-98

Life Expectancy: 8 Years

Date of Loss: 12-02

Time Used: 4 Years

Remaining Time: 4 Years

CPU

$\$1,150$  divided by 8 years =  $\$143.75$  Amount Depreciated Yearly

$\$143.75$  times 4 years used =  $\$575.00$

$\$1,150.00$  minus  $\$575.00$  =  $\$575.00$  Fair Market Value

CHARLES V. DYE, GS13  
Chief, Logistics Readiness Division