

**BY ORDER OF THE COMMANDER  
HILL AIR FORCE BASE (AFMC)**



**AIR FORCE MANUAL 23-220  
HILL AIR FORCE BASE  
Supplement 1  
29 JULY 2003**

**Supply**

**REPORTS OF SURVEY FOR AIR FORCE PROPERTY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**SUMMARY OF REVISIONS**

**This revision deletes paragraph 18.4.3.1.**

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

2.3.18. For government vehicles refer to paragraph 18.4.2. this supplement.

3.2.2. At Hill AFB a Report of Survey (ROS) will be required to be completed for “most” government vehicle accidents. See AFMAN 23-220, Chapter 18.

4.1.1. The organization that maintains the records for the lost or damaged property is responsible for initiating a ROS. Unit commanders assume initiation responsibility in their roles as responsible officers as defined in Attachment 7 of this supplement. Commanders remain responsible for initiating the ROS even if their property is deployed or issued on a hand receipt to individuals outside of their organization. If property is assigned to a specific organization (for example, Base Supply) that organization assumes accountability and initiates a ROS when required. See Attachment 7 of this supplement for steps in initiating a ROS.

4.1.4.1. (Added) The next step is to refer the ROS to the Responsible/Reviewing Officer for signature and/or comments. Comments are not mandatory but are welcome. If the Responsible/Reviewing Officer disagrees with the investigating officer’s recommendations this is where they should include their comments. The investigating officer’s recommendations should not be changed.

4.1.6.1. (Added) The next step is to forward the ROS to the ROS Program Manager. At Hill AFB the ROS Program Manager refers ROS to individuals involved to review the case and provide written information to refute the findings and recommendations when financial liability is possible.

4.1.7. At Hill AFB, prior to sending the ROS to the appointing authority, the ROS Program Manager will forward the ROS to the Civilian Law Division (OO-ALC/JAC) for legal review.

5.2. At Hill AFB, ROSs are required to be submitted to the ROS Program Manager within 30 days of the date the damage or loss was discovered or when the accident happened. The initiation phase includes completion of Blocks 1, 3 through 12, and 17. The unit commander is required to provide documented rationale when the ROS is not investigated or submitted within the required 30 days.

7.2. The investigating official must do a thorough and complete investigation. If done properly, it will eliminate the appointment of a financial liability officer. The findings and the recommendation must be consistent.

7.2.2.2. Additional Questions to be answered: Were there any directives (publications, manuals, technical orders, or operating instructions) which established procedure for safeguarding this property (see AFI 23-111, *Management of Government Property In Possession of the Air Force and AFI 33-112, Computer Systems Management*)? If so, were they followed? If not, describe what was deficient. Was the employee aware (or should have been aware) of the procedures, publications, etc? If personnel involved were unaware of the directives, identify the person who failed to provide required instructions (see AFMAN 23-220, paragraphs 7.4.6 and 21.4).

7.2.2.3.1. (Added) Determine what day-to-day contact the responsible person had with the government property lost or damaged. (For example, did they sign for it and did they have direct daily contact with the property?)

7.2.2.3.2. (Added) Determine if any act of the responsible person or any other person/persons contributed to the loss or damage.

7.2.2.6. Provide details of what measures, if any, have been taken to preclude recurrence.

7.2.2.10. Provide details of what actions were taken to locate lost items. For lost items attach the following as exhibits to DD Form 200, **Financial Liability Investigation of Property Loss**, when applicable: Photocopied page of custody authorization/custody receipt listing (CA/CRL) with reported item highlighted; signed copies of AF Form 1297, **Temporary Issue Receipt**; AF Form 601, **Equipment Action Request**; DD Form 1348-1A, **Issue Release/Receipt Document**; DD Form 1569, **Incident/Complaint Report**; and signed copies of AFMC Form 31, **Computer System Hand Receipt**, when applicable.

7.4.9. At Hill AFB a ROS will be required for most government vehicle accidents. See AFMAN 23-220, Chapter 18, and this supplement.

7.4.10.4. After the responsible officer has completed Block 12, the investigating officer should forward the ROS to the accountable officer for completion of Block 17 and adjustment of accountable records. Then forward the packet to the ROS Program Manager, Comptroller Directorate, Home Office Division (OO-ALC/FMH).

8.2.1. At Hill AFB, the 75<sup>th</sup> Mission Support Group Commander (75 MSG/CC) or the 75<sup>th</sup> Mission Support Group Deputy Commander (75 MSG/CD) is the approving authority for ROSs submitted by activities of Ogden Air Logistics Center (OO-ALC), 75<sup>th</sup> Air Base Wing (75 ABW), tenant organizations, and special activities within the monetary limitation prescribed.

8.3.5. The unit commander is required to track reportable incidents from the date of loss/damage through the initiation phase (completion of Blocks 1, 3 through 12, and 17) of the ROS. Appointed investigation officials need to contact the ROS Program Manager, in writing, prior to starting a ROS investigation so that the ROS Program Manager can monitor timeliness and completion. The unit commander is required to provide the ROS Program Manager documented rationale when ROSs are not investigated and submitted within the required 30 days, to include a new estimated completion date.

9.1. At Hill AFB, the Comptroller, the Deputy of the Comptroller (OO-ALC/FM) or designee is designated as appointing authority.

11.2. At Hill AFB, OO-ALC/FMH (located in the center section, main floor, of Bldg 1289) is designated to administer the ROS Program.

11.8. Every effort will be taken to complete the ROS and collection action if an individual involved in the loss, damage, or destruction of government property is scheduled for separation. A current mailing address must be forwarded with the ROS to the program manager if the ROS is not complete prior to the individual's separation.

14.1.2. At Hill AFB the register control number is assigned by the ROS Program Manager. Upon appointment, ROS initial investigating officials will contact the ROS Program Manager to obtain the number to comply with the 15-day preliminary investigation phase in Chapter 5 of AFMAN 23-220

14.1.4. In Block 5, enter the approximate age of the item and identify if the item was personal arms or equipment. See definition, AFMAN 23-220.

14.1.8. Block 9 **must** include a recommendation as to whether or not someone should be held financially liable or not.

14.1.8.2. In Block 9, list equipment account number if applicable.

14.1.9. Block 10 should be utilized in such a way that the corrective action will be effective in preventing or reducing further like occurrences. This requires the unit commander and

investigating officer to thoroughly review the adequacy of corrective actions shown in the ROS and to identify and resolve discrepancies in information contained in the ROS and the investigative report.

14.1.10. At Hill AFB, the responsible officer is an organization's two-symbol commander. The unit commander is required to provide the ROS Program Manager documented rationale when ROSs are not investigated and submitted within the required 30 days, to include a new estimated completion date. See paragraph 8.3.5. of this supplement.

14.1.23. At Hill AFB, the Chief of the Management and Systems Flight (75 LRS/LGRS) is the Accountable Officer when adjustment of accountable balances to records maintained by the 75 LRS/LGRS is required, e.g., CA/CRL, equipment, warehouse balances, etc.

14.1.23.1. (Added) The Chief, Customer Service Section (75 LRS/LGRS) has been designated as the Individual Equipment Officer. 75 LRS/LGRS will annotate AF Form 1297 or AF Form 538, **Personal Clothing and Equipment Record**, to reflect processing of DD Form 200.

14.1.23.2. (Added) The organizational commander is the Accountable Officer for individual equipment (parkas, flight jackets, mukluks, etc.) bulk issued to the organization for reissue.

14.1.23.3. (Added) The Vehicle Control Officer is designated the Accountable Officer when damage is sustained to government vehicles.

14.1.23.4. (Added) The 75<sup>th</sup> Communications Squadron Plans Flight (75 CS/SCX) is designated the Accountable Officer when ROS concerns computer equipment. All losses of computer equipment will require a ROS regardless of value.

14.1.23.5. (Added) Tool Crib Managers or their supervisors are the Accountable Officer when ROS concerns the loss of tools.

14.1.24. (Added) For ROS computer equipment accounts:

14.1.24.1. (Added) SBSS Inventory (75 LRS/LGRS) has been designated as the 75 LRS ROS Monitor and will provide assistance, if needed, to determine appropriate accountable officer.

14.1.24.2. (Added) DD Forms 200 will be routed to 75 LRS/LGRS for review, record establishment, etc.

14.1.24.3. (Added) 75 LRS/LGRS will sign in Block 17.

14.1.24.4. (Added) 75 LRS/LGRS will forward the DD Form 200 to OO-ALC/FMH.

14.1.24.5. (Added) When a ROS is received in OO-ALC/FMH the survey will be entered on AF Form 453, **Report of Survey Register**. The ROS will be reviewed for completeness. The ROS will be processed if it is determined to be complete. If the ROS is incomplete it will be returned to organization for further information.

14.1.24.6. (Added) OO-ALC/FMH will send a completed copy to 75 LRS/LGRS for their records.

14.1.24.7. (Added) The Air Force Equipment Management System/Integrated Technology Asset Management System (AFEMS/ITAMS) Computer Systems Inventory has been designated as the system to monitor computer equipment.

14.1.24.8. (Added) DD Forms 200 will be routed to 75 CS/SCX for review and signature in Block 17.

14.1.24.9. (Added) 75 CS/SCX will have 75 CS/SCXI complete the record adjustment identifying an ongoing ROS in AFEMS/ITAMS.

14.1.24.10. (Added) 75 CS/SCXI will forward the DD Form 200 to OO-ALC/FMH.

14.1.24.11. (Added) When a ROS is received in OO-ALC/FMH, the survey will be entered on AF Form 453, **Report of Survey Register**. The ROS will be reviewed for completeness. The ROS will be processed if it is determined to be complete. If the ROS is incomplete, it will be returned to the originating organization for further information.

14.1.24.12. (Added) OO-ALC/FMH will return a completed copy of the ROS to 75 CS/SCXI for their records.

14.3.1. The ROS is forwarded to the ROS Program Manager after the completion of Blocks 1 through 17.

14.4.2.1. Unit commanders will initiate their own payment documents for assessments and voluntary payments when ROSs are involved. The following procedures apply:

14.4.2.1.1. (Added) Individuals making **one-time cash payment** will take four copies of typed DD Form 1131, **Cash Collection Voucher**, to OO-ALC/FMFL (located in the center section, main floor, of Bldg 1289) for a voucher number and then go to the cage to pay. If the item needs to be depreciated as in cases for lost parkas or other personal equipment, see the ROS Program Manager, OO-ALC/FMH.

14.4.2.1.2. (Added) For one or more deductions from pay, individuals will **hand carry** four copies of typed DD Form 362, **Statement of Charges/Cash Collection Voucher**, for government property lost, damaged or destroyed, to the ROS Program Manager in OO-ALC/FMH, for forwarding to the appropriate pay office. The DD Form 362 must have the responsible individual's and organization commander's signature.

14.4.2.1.3. (Added) See AFMAN 23-220, paragraph 16.1.6.1, for voluntary collections where no ROS is involved.

16.1.5. DD Form 1131 is used for a **one time cash** payment. The individual will take four copies of typed DD Form 1131 to OO-ALC/FMFL (located in the center section, main floor, of Bldg

1289) for a voucher number and then to the cage to pay. DD Form 362, **Statement of Charges/Cash Collection Voucher**, is used for one or more payroll deductions. Individuals will hand carry four copies of typed DD Form 362 to the ROS Program Manager, OO-ALC/FMH. DD Form 362 must have the signature of the responsible individual and organization commander.

18.4.2.2. At Hill AFB a ROS will be required on some vehicle accidents. In accordance with AFMAN 23-220, paragraph 18.4.2.1, the policy on vehicle accidents is as follows: A ROS must be processed in all loss, damage, or destruction cases if there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use, or if property records must be adjusted.

18.4.3. The investigating officer will complete Blocks 1 through 11, with a recommendation to the appointing authority whether further processing of the ROS is required. The VCO cannot be the investigator on ROSs. The responsible officer will complete Block 12 and the Accountable Officer will complete Block 17 before submitting the ROS to the Program Manager. The investigating official's report should include answers to the following questions: Was the vehicle properly dispatched? Did the operator meet the requirements to operate a government vehicle? Was operator briefed on governing directives? The following exhibits should be attached: AF Form 1823, **Vehicle and Equipment Work Order** (if repaired off base, a copy of the repair statement is required); SF Form 91, **Operator's Report of Motor Vehicle Accident**; AF Form 1168, **Statement of Suspect/Witness/Complainant**; AF Form 1315, **Accident Report**, DD Form 1569, **Incident /Complaint Report**, or AFMC Form 625, **Minor Accident Worksheet**, whichever is available; photographs, if available.

21.4.3.1. (Added) The individual held liable may be, but is not limited to, the user, the property custodian, the storage facility custodian, or, in the absence of definitive procedures, the officer in charge.

21.4.3.2. (Added) Property custodians and their supervisors may be held liable for failing to manage their accounts properly. This includes, failing to obtain hand receipts, failing to secure government property, failing to do inventories as required, (includes doing a joint inventory when transferring accounts) and failing to create and maintain proper documentation when items are turned in or transferred to another account.

22.13. (Added) **Forms Adopted.** AF Form 20, AFMC 31, AF Form 453, AF Form 538, AF Form 601, AFMC Form 625, DD Form 1131, AF Form 1168, AF Form 1297, AF Form 1315, AF Form 1823, DD Form 200, DD Form 362, DD Form 1348-1A, DD Form 1569, and SF 91.

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Director, Comptroller Directorate

Attachment 7 (Added)  
Steps in Initiating a Report of Survey

## **Attachment 7 (Added)**

### **STEPS IN INITIATING A REPORT OF SURVEY**

#### **A7.1. Responsible Person:**

**A7.1.2.** Discovers loss or damaged equipment or vehicle.

**A7.1.3.** Reports loss/damage to supervisor

**A7.2. Supervisor.** Notifies Security Police and the division chief or squadron commander of responsible person.

#### **A7.3. Division Chief or Squadron Commander:**

**A7.3.1.** Assigns initial investigating officer (must be disinterested individual outside supervisory chain, other than responsible person and equipment custodian and vehicle control officer).

**A7.3.2.** Notifies the ROS Program Manager in writing of the appointment.

#### **A7.4. Initial investigating officer:**

**A7.4.1.** Documents and gathers the facts and circumstances of the situation.

**A7.4.2.** Prepares DD Form 200 answering all questions listed in AFMAN 23-220 and this supplement.

**A7.4.3.** Forwards to responsible officer.

#### **A7.5. Responsible Officer (organization's two-symbol director/commander):**

**A7.5.1.** Reviews DD Form 220 and signs Block 12. Comments can be added.

**A7.5.2.** Forwards to accountable officer. See paragraph 14.1.23 of this supplement.

#### **A7.6. Accountable Officer:**

**A7.6.1.** Reviews DD Form 200 and signs Block 17. Adds comments if necessary.

**A7.6.2.** Forwards to base ROS Program Manager, OO-ALC/FMH, Bldg 1289 (center section, main floor).