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REPORTS OF SURVEY

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This instruction implements Air Force Policy Directive (AFPD) 23-2, *Supplies and Material Management*. It establishes procedures for initiating and routing Department of Defense (DD) Form 200, *Financial Liability Investigation of Property Loss*. It is applicable to all personnel assigned to the 910th Airlift Wing, Youngstown Air Reserve Station, Ohio. Refer recommended changes and questions about this publication to 910 AW/FM, Youngstown ARS using the Air Force Form (AF) 847, *Recommendation for Change of Publication*; route AF 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>

SUMMARY OF CHANGES

This publication has been revised to designate Group Commanders as Appointing Officials and Squadron Commanders as Responsible Officials. Additionally, several grammatical corrections have been made. A margin bar indicates newly revised material.

1. Responsibilities.

1.1. Equipment Custodians (ECs) for each organization are responsible for initiating Reports of Survey (ROS).

1.2. Each Squadron Commander is designated to review and sign DD Form 200 as the Responsible Officer for ROS actions within his/her unit. The Administrative Contracting

Officer (ACO) assigned to Contracting is designated as the Responsible Officer for any ROS actions involving Base Operating Support (BOS) contract employees.

1.3. The Financial Cost Analyst is designated as the ROS Program Manager and is responsible for providing guidance, maintaining records, and facilitating the ROS process through completion.

1.4. Each Group Commander is designated as an Appointing Authority.

1.5. The Installation Wing Commander is the designated Approving Authority. The Wing Commander may however, delegate this authority in writing to the Appointing Authority in cases where there is no evidence of negligence and the dollar amount does not exceed \$2000.

2. Procedures.

2.1. Within 45 days of the original discovery date that government property has been lost, damaged, or destroyed, the Equipment Custodian will provide the ROS Program Manager with a description (including serial or stock number) and cost of these items. Additionally, a point of contact should be identified for any further information that may be required. The Squadron Commander or Civilian Division Chief should be notified that a Report of Survey has been initiated. If the identified item is subsequently found, the ROS Program Manager should be notified immediately.

2.2. The ROS Program Manager will provide a document case number and forward all initial information to the Investigating Officer who has been assigned the case by the Appointing Authority.

2.3. The assigned ROS Investigator will conduct an impartial investigation and submit his/her findings and recommendations to the Responsible Officer within 55 days. Investigators should ensure that any individuals involved who may be held liable have been given the opportunity to review the case and to allow them to submit a written/verbal statement to refute the investigator's findings and/or recommendations before the ROS is forwarded to the next level.

2.4. The Responsible Officer will review the case and document his/her recommendations within 10 days. The case file will then be forwarded to the ROS Program Manager for further processing.

2.5. The ROS Program Manager will coordinate with the appropriate accountable officer (either Materiel Management [LGS], Civil Engineer [CE], Transportation [LGT], or 910th Communications Flight [CF]) to ensure records are adjusted within 5 days.

2.6. The Appointing Official will have 15 days to process the ROS action. This will be extended by 40 days for legal review if required, and an additional 60 days if a Financial Liability Officer is appointed.

2.7. At the conclusion of all ROS actions, including any legal and financial liability reviews, the case file is forwarded to the Approving Official who shall determine final disposition of the case within 15 days by assigning financial liability or relieving the individual of responsibility.

2.8. Within 5 days of completion, a copy of the completed file is submitted for acknowledgement to the individual charged, who is advised that the ROS action may be

appealed within 30 days to the next level in the chain of command above the person who assigned the financial liability. In cases where the financial liability exceeds one month's basic pay, the written intent to appeal must be filed within 30 days and the appeal must be submitted within 60 days.

3. Documentation.

3.1. DD Form 200 will be prepared in accordance with Air Force Manual (AFMAN) 23-220, Chapter 14, *Reports of Survey for Air Force Property*.

3.2. All pertinent documentation to the investigation should be included with the ROS file. This may include but is not limited to DD Form 200, *Financial Liability Investigation of Property Loss*; Air Force Form (AF) 1168, *Statement of Suspect/Witness/Complaint*; AF 1297, *Temporary Issue Receipt*; AF 3545, *Incident Report*; AF 20 *Repair Cost and Reparable Value Statement*; or SF 91, *Motor Vehicle Accident Report*, copies of the Custodian Account/Custody Receipt Listing (CA/CRL), Asset Inventory Management System (AIMS) inventory listing, etc.

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Commander

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

Air Force Policy Directive (AFPD) 23-2, *Supplies and Material Management*, 27 March 2009

AFMAN 23-220, Chapter 14, *Reports of Survey for Air Force Property*, 1 July 1996

Prescribed Forms

DD Form 200, *Financial Liability Investigation of Property Loss*

AF 1168, *Statement of Suspect/Witness/Complaint*

AF 1297, *Temporary Issue Receipt*

AF 3545, *Incident Report*

AF 20 *Repair Cost and Reparable Value Statement*

SF 91, *Motor Vehicle Accident Report*

Abbreviations and Acronyms

910 CF—910th Communications Flight

ACO—Administrative Contracting Officer

AIMS—Asset Inventory Management System

BOS—Base Operating Support

CA/CRL—Custodian Account/Custodian Receipt Listing

CE—Civil Engineer

EC—Equipment Custodians

LGS—Materiel Management

LGT—Transportation

ROS—Reports of Survey