

**BY ORDER OF THE COMMANDER  
934TH AIRLIFT WING**

**934TH AIRLIFT WING INSTRUCTION 65-101**



**10 JULY 2012**  
Certified Current, 22 November 2016  
**Material Management**

**REPORT OF SURVEY PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 934 AW/FMC

Certified by: 934 AW/FM  
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Pages: 5

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The purpose of this instruction is to provide guidance and additional instruction for procedures applicable to the Air Force Report of Survey (ROS) Program. Utilize this instruction in addition to AFMAN 23-220, *Reports of Survey for Air Force Property*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gess-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

**1. Scope:** The ROS program was established to research and investigate the cause of loss, damage, or destruction of property and determine if it was attributable to an individual's negligence or abuse. Refer to Chapter 3, AFMAN 23-220 for determining when a ROS is required.

**2. Organization Responsibility/Procedures for Processing a ROS:** IAW AFMAN 23-220, when property is lost, damaged, or destroyed by an individual or organization, the organization that has possession of the property will initiate the ROS and that unit commander will appoint an investigating officer who will determine the facts in the case. Utilizing DD Form 200, the organization initiating the ROS will promptly contact the 934 AW ROS Program Manager so that a ROS number can be assigned and a suspense date established to ensure timely completion of the investigation. The initiator of the ROS must advise the 934 AW ROS Program Manager if any person involved in the loss or damage to government property is scheduled for separation. When this situation occurs, every effort should be made to expedite both the completion of the ROS and the collection action (if applicable).

2.1. The investigating officer will be an officer, non-commissioned officer (E7 or above) or civilian employee in grades GS-7, WG-9, WL-5, or WS-1 or above. The investigating officer cannot be the individual responsible for the equipment and must have no interest in the custodianship, care, accountability, or safekeeping of the property. If feasible, the investigator will be senior in rank to the person(s) being investigated and be from a unit different from the one involved in the ROS. When the investigating officer is not senior in rank or grade to the individual(s) being investigated, the person who appointed the investigating officer will advise the group commander in writing as to why this was necessary. This document will be included as an exhibit as part of the ROS file.

2.1.1. The investigating officer, at a minimum, will answer six basic questions:

2.1.1.1. What happened?

2.1.1.2. How did it happen?

2.1.1.3. Where did it happen?

2.1.1.4. When did it happen?

2.1.1.5. Who was involved?

2.1.1.6. Was there any evidence of negligence, misconduct, or deliberate unauthorized use or disposition of the property?

2.1.2. DD Form 200, Blocks 1-11, will be prepared by the investigating officer. The DD Form 200 must be typed.

2.1.2.1. Block 1: Date Initiated. Self-Explanatory.

2.1.2.2. Block 2: Inquiry/Investigation Number. This is the number received from the ROS Program Manager. This number provides a control and/or suspense for completion of this phase of the investigation.

2.1.2.3. Block 3: Date Loss Discovered. Self-Explanatory.

2.1.2.4. Block 4: National Stock Number. Enter either the national stock number or manufacturer's part number. If none of these exist enter "N/A".

2.1.2.5. Block 5: Item Description. Enter the correct name of the property including any serial numbers. If the property is not stock listed, give an accurate description sufficient for identification. If only a portion of the item is damaged, describe the item fully, and then describe the damages. If a vehicle is damaged, describe the type of vehicle and vehicle number. If additional space is needed, utilize bond paper identified as a continuation sheet.

2.1.2.6. Block 6: Quantity. Enter the quantity, and if applicable, standard unit of measure for the item.

2.1.2.7. Block 7: Unit Cost. Enter actual unit cost or standard price (current replacement cost). A copy of the organization's CA/CRL or ADPE listing should also be included as an exhibit to the ROS if it identifies the current cost of the item(s). Questions regarding prices should be referred to the individual who is accountable for the property.

2.1.2.8. Block 8: Total Cost. Enter the quantity times unit cost. If a vehicle is involved, include labor and material cost. If a vehicle has been damaged, include a copy of the estimate of damage or actual cost document, if the vehicle has been repaired.

2.1.2.9. Block 9: Circumstances. Based on the facts, the investigating officer makes findings and recommendations on the issue of liability for those involved. At a minimum, the block will contain answers to the questions in 2.1.1 above. If negligence, willful misconduct, or deliberate unauthorized use appears to be evident, the amount of financial liability recommended will also be computed. If a vehicle is involved, include the equipment authorization inventory data (EAID) detail document number.

2.1.2.10. Block 10: Actions Taken To Correct Circumstances Reported In Block 9 And Prevent Future Occurrences. If the investigation reveals deficiencies in directives, procedures, controls, etc., a statement of corrective action will be prepared by the investigating officer to document the action that was taken or will be taken to prevent recurrence of the incident.

2.1.2.11. Block 11: Individual Completing Blocks 1-10. Self-Explanatory.

2.1.2.12. Block 12: Responsible Officer. Completed by the individual within the organization who has responsibility for safekeeping of property. This is normally the unit custodian. This individual enters comments, recommendations and concurrence/non-concurrence with the findings of the investigating officer. Upon completion of blocks 1-12, the DD Form 200, with any attachments, will be forwarded to the 934 AW ROS Program Manager, for further processing.

2.1.2.13. Block 13: Appointing Authority. Once the ROS Program Manager receives the completed DD Form 200 from the organization, it will be reviewed for completeness prior to forwarding to the appropriate Group Commander who has been designated as the Appointing Authority for all reports within their change of command. The Appointing Authority will review the report to determine whether or not financial liability should be assessed. In most cases, financial liability IS NOT assessed if there is no evidence of negligence or abuse surrounding the loss of the equipment.

2.1.2.14. Block 14: Approving Official. If the total dollar value of the loss is less than \$2,000 and financial liability will not be assessed, then the Appointing Official (Group Commander) can finalize the ROS and sign off in block 14. Any loss over the \$2,000 threshold requires final approval of the Wing Commander.

2.1.2.15. Block 15: Financial Liability Officer. In instances where the Appointing Authority has determined that financial liability should be assessed, the person appointed as the Financial Liability Officer will further investigate the situation and complete this section of the form. Otherwise, the section is left blank.

2.1.2.16. Block 16: Individual Charged. Leave blank unless financial liability is recommended.

2.1.2.17. Block 17: Accountable Officer. In order to adjust property records, base supply or the communications section will complete block 17 to document record adjustments. Base supply will adjust records for equipment on the unit's CA/CRL and the communications section will adjust records for any loss reported on IT equipment.

2.1.3. Once the DD Form 200 has been completed by all required offices, the original will be returned to the ROS Program manager with a copy to the unit.

**3. Recommended Timeframes for Processing a ROS:** Reports of survey must be acted on expeditiously.

- 3.1. DD Form 200 completion of blocks 1-8: 45 days
- 3.2. DD Form 200 completion of blocks 9-12, 16 and 17: 100 days
- 3.3. If legal review is required: 60 days
- 3.4. If financial liability officer/board is appointed: 40 days
- 3.5. Maximum total of days to process DD Form 200: 245 days

**4. For Additional Guidance on Processing Reports of Survey:** Refer to AFRC Supplement 1 of Air Force Manual 23-220, or contact the Report of Survey (ROS) Program Manager at 612-713-1403 or DSN 783-1403.

DARRELL G. YOUNG  
Commander

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

AFMAN 23-220, *Report of Survey for Air Force Property*, 1 July 1996

AFMAN 33-363, *Management of Records*, 1 March 2008

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

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

***Abbreviations and Acronyms***

**ADPE**—Automated Data Processing Equipment

**AFPD**—Air Force Policy Directive

**AF**—Air Force

**AFM**—Air Force Manual

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**CA/CRL**—Custodial Authorization/Request Log

**DD**—Department of Defense

**OI**—Operating Instruction

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**ROS**—Report of Survey