

**BY ORDER OF THE COMMANDER
CANNON AIR FORCE BASE (AFSOC)**

**AIR FORCE MANUAL 23-220 CANNON AIR
FORCE BASE
Supplement**

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Matériel Management

**REPORT OF SURVEY FOR AIR FORCE
PROPERTY**

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This supplement implements and extends the guidance of AFMAN 23-220, 1 July 1996. It establishes policies and procedures for reports of surveys and applies to all individuals assigned to the 27th Special Operations Wing (27 SOW), Cannon Air Force Base, NM. It does not apply to Air National Guard or Air Force Reserve personnel. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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 through local publications/forms managers. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This update has added clarification to existing policy and updated unit office symbols.

8.3.6. **(Added)** Each Group Commander will appoint, in writing, a Report of Survey (ROS) Program Monitor. Copies of appointment memorandum must be submitted to the base ROS Program Manager at the 27 SOCPTS/FMA office and updated as changes occur. The monitors will be responsible for the following tasks:

8.3.6.1. **(Added)** Notify the appropriate unit commander via MFR that a ROS is required and an Initial Investigator must be appointed. At this time, the ROS monitor will correspond with the Base ROS Program Manager to obtain a control number assigned to the ROS and the date the ROS is due to 27 SOCPTS/FMA.

8.3.6.2. **(Added)** Ensure the ROS is submitted within 30 days from the date the damage or loss occurred; if not able to complete within 30 days, a memorandum explaining reasons is required from the unit ROS monitor.

8.3.6.3. **(Added)** Ensure the ROS or Vehicle Damage Package for vehicle accident/damage is submitted within 30 days from the date the estimate is completed by SOLRS.

8.3.6.4. **(Added)** Ensure the DD Form 200 is completed accurately and includes any backup documentation to include, but not limited to: witness statements, inventory lists, photographs of damage assessed, and any other information crucial to the report. Electronic signatures are required by the Investigating Officer (IO) in block 11a-11e and electronic signature by the unit commander in block 12a-12g. The IO is to include any of the statements below in block 10:

8.3.6.4.1. **(Added)** “Because there is no evidence of negligence, willful misconduct, or deliberate unauthorized use on the part of RANK, NAME, SSN, recommend release from financial liability for the loss (or damage).”

8.3.6.4.2. **(Added)** “Because there is no evidence of negligence, willful misconduct, or deliberate unauthorized use on the part of RANK, NAME, SSN, and RANK, NAME, SSN recommend release from financial liability for the loss (or damage).”

8.3.6.4.3. **(Added)** “Because there is evidence of negligence, willful misconduct, or deliberate unauthorized use on the part of RANK, NAME, SSN, recommend he/she be held financially liable for the loss (or damage).”

8.3.6.4.4. **(Added)** “Because there is evidence of negligence, willful misconduct, or deliberate unauthorized use on the part of RANK, NAME, SSN, and RANK, NAME, SSN recommend they be held jointly liable for the loss (or damage).”

8.3.6.5. **(Added)** E-mail a copy of the full report to the Base ROS Program Manager after all required signatures are obtained.

8.3.6.6. **(Added)** Assist the Base ROS Program Manager as required to ensure the prompt completion of the ROS, to include acquiring needed coordination with other base organizations.

9.1.1. **(Added)** The 27 SOCPTS/CC is designated in writing by the 27 SOW/CC, as the appointing authority and is given the authority to become approving authority when the amount of the loss or damages is less than \$2,000, and there is no evidence of negligence, willful misconduct, or deliberate unauthorized use.

9.1.2. **(Added)** Each group commander appointed by 27 SOW/CC in writing, is the ROS approving authority, when damages exceed \$2,000 or liability is assessed.

10.2.2.5.1. **(Added)** The ROS Program Manager resides in 27 SOCPTS/FMA office, and is appointed in writing by 27 SOW/CC.

11.8.1. **(Added)** The ROS package must include the unit of assignment, current rank, and DEROS of the individual(s) who may have caused the loss or damage to government property.

If the individual(s) responsible for the loss/damage to government property is scheduled for separation the package must be expedited.

14.1.7.1. **(Added)** The depreciated value, if determined, will be in block 8 of the DD 200 as described in AFMAN 23-220, paragraph 15.2.

14.3.1.1. **(Added)** A completed copy of the DD Form 200 will be sent to the group/squadron Report of Survey monitor to be kept on file for 6 years and 3 months.

15.2.3.7. **(Added)** The ROS initiator or investigating official may request assistance with computation statements and equipments useful life and salvage values.

16.1.6.4.1. **(Added)** Members who choose to make a voluntary payment must sign a memorandum (see 16.1.6.4.2) and bring it to 27 SOCPTS/FMF Office. They also need to bring either Cash Collection Voucher (DD Form 1131) or Pay Adjustment Authorization (DD Form 139) available from their group Report of Survey Monitor to the Base ROS Program Manager's office.

16.1.6.4.2. **(Added)** If a member chooses to voluntarily make a payment, the MFR needed will be addressed to the ROS Program Manager and will in state, "I am submitting this voluntary payment MFR of my own volition and am not being coerced or threatened with adverse action if payment is not made. I also understand that by submitting this voluntary payment MFR, I am forfeiting any other avenue of relief (appeal, waiver, remission, etc.). This voluntary payment will be made in the place of a ROS. I am aware that if a ROS were prepared, the liability might be limited to one month's basic pay."(AFI 23-200) The signing authority on the MFR will be the member making the payment.

18.4.3.1.1. **(Added)** The requirement to process a ROS requires the standard of gross negligence for the vehicle operator. Once the investigating officer has made his/her recommendation regarding negligence and signs his/her report, the unit commander will concur/non-concur with the investigating officer and forward it to the Group Commander who will concur/non-concur and make the final decision as to whether or not a ROS will be processed.

18.4.3.3.1. **(Added)** The ROS package will include an accident or incident report and/or statements from those involved, as well as the estimate of repair.

18.4.3.5.3. **(Added)** The ROS package will be given to the group ROS monitor who will then forward the package to the Base ROS Program Manager.

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