

**BY ORDER OF THE COMMANDER  
56TH FIGHTER WING (AETC)**

**AFMAN 23-220**

**LUKE AIR FORCE BASE**



**Supplement**

**29 DECEMBER 2011**

**Materiel Management**

**REPORTS OF SURVEY FOR AIR FORCE  
PROPERTY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 56 LRS/LGLOQ  
Supersedes: AFMAN23-220\_  
LUKEAFBSUP1,  
26 May 2010

Certified by: 56 LRS/CC  
(Lt Col Michael T. Davis)  
Pages: 3

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AFMAN 23-220, *Reports of Survey for Air Force Property*, is supplemented as follows. This publication also applies to Air Force Reserve Command and to Air National Guard units. 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 Forms 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 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/afrims/afrims/afrims/rims.cfm>.

**SUMMARY OF CHANGES**

**This publication is substantially revised and must be completely reviewed.** Formatting and administrative changes were made.

5.3.2. If a Report of Survey (ROS) exceeds the established 30-day time frame, the owning squadron commander will submit a late letter, with justification as to why the ROS was submitted late, to the appointing or approving authority through the Report of Survey Program Manager (ROSPM). This letter will be included in the case file.

8.4.1. The ROS approving authority is the 56th Fighter Wing Vice Commander (56 FW/CV).

8.4.1.1. (Added) The approving authority (56 FW/CV) designates the group commander as both appointing and approving authority when the amount of loss or damage is less than \$2,000 and there is no evidence of negligence, willful misconduct, or deliberate unauthorized use.

8.4.4. The ROSPM has the authority to not process an ROS when the dollar value or property damage is under \$500 and all other stipulations are met IAW AFMAN 23-220, Chapter 3.

9.1. The ROS appointing authorities are the 56th Maintenance Group Commander, 56th Operations Group Commander, 56th Medical Group Commander, and 56th Mission Support Group Commander (56 MSG/CC). The 56 MSG/CC is the appointing authority for tenant units.

11.2. The 56th Logistics Readiness Squadron administers the ROS Program.

11.7.1. (Added) The ROSPM will:

11.7.1.1. (Added) Brief unit commanders on ROS responsibilities and assist as requested.

11.7.1.2. (Added) Brief the Investigating Officer (IO) on ROS responsibilities and assist as needed.

11.7.1.3. (Added) Maintain an electronic log containing the property description, dollar amount of the loss or damage, name of responsible individual, IO, ROS number, and the status of the ROS.

11.7.1.4. (Added) Expedite the ROS completion and the collection action upon notification from the IO that the individual who may have caused the loss or damage is scheduled for separation.

11.7.2. (Added) The government Common Access Card will be authorized for the investigating officer and his/her squadron commander to electronically sign at blocks 11 (d) and 12 (f) of the DD Form 200, *Financial Liability Investigation of Property Loss*. This process will expedite ROS initiation and review through the remaining coordination channels.

11.7.3. (Added) An early close-out memorandum will be established if assets are recovered or clerical errors on accounts are fixed without adjustment during the investigation. Once signatures are obtained for concurrence, the original copy will be filed in the ROSPM office and a copy of the letter will be sent to the IO and squadron commander.

14.4.2.4. When individuals elect to make restitution, the ROSPM will prepare a DD Form 1131, *Cash Collection Voucher*, for cash payment, or DD Form 362, *Statement of Charges for Government Property Lost, Damaged, or Destroyed*, for payroll deduction. Once completed, the individual and unit commander will sign and return the DD Form 362 to the ROSPM.

JERRY D. HARRIS, JR.  
Brigadier General, USAF  
Commander

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

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

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

***Adopted Form(s) (Existing forms such as, AF Forms, SF Forms, DD Forms, etc.)***

AF Form 847, *Recommendation for Change of Publication*

DD Form 1131, *Cash Collection Voucher*

DD Form 362, *Statement of Charges for Government Property Lost, Damaged, or Destroyed*

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

***Abbreviations and Acronyms***

**AFMAN**— Air Force Manual

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

**CV**— Vice Commander

**IO**— Investigating Officer

**LRS**— Logistics Readiness Squadron

**MSG**— Mission Support Group

**OPR**— Office of Primary Responsibility

**ROS**— Report of Survey

**ROSPM**—Report of Survey Program Manager