

**BY ORDER OF THE COMMANDER
MCCONNELL AIR FORCE BASE**

**MCCONNELL AIR FORCE BASE
INSTRUCTION 23-220**



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Matériel Management

**22 ARW REPORTS OF SURVEY (ROS)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 23-1, *Matériel Management*, and establishes local policy and procedures in accordance with (IAW) Air Force Manual (AFMAN) 23-220, *Reports of Survey for Air Force Property*, for the 22d Air Refueling Wing (ARW) and applicable tenant units. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW with the 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).

SUMMARY OF CHANGES

Changed “ADPE” references to “IT”; paragraph 1.1., added the maximum calendar days to initiate an ROS and the requirement to provide an explanation if standard is not met; paragraph 1.1.2., clarified the “ROS initiation” process and added the location of the sample ROS request letter; paragraph 1.1.7.1., added the maximum calendar days to complete an ROS investigation and the requirement to provide an explanation if standard is not met; paragraph 2.1., added TMT to the list of routing tools; paragraph 2.2., updated the new publication reference to IT management; paragraph 3.1., added that the ROS program manager will fill out Blocks 1-8 on the DD Form 200; paragraph 3.10.1., added mobility assets to the list; paragraph 5.1., added who will act as Approving Authority in the absence of the 22 ARW/CV; paragraph 5.2.3., added who

will act as the Appointing Authority if a group commander or the Director of Staff is the Responsible Officer; paragraph 7.3., added the maximum calendar days to submit a vehicle accident investigation letter to determine if an ROS is required. Attachment 1, References, added the new IT publication; Prescribed Forms, added AF Form 1297; Abbreviations and Acronyms, added IT, ROS and TMT to the list of acronyms.

1. Initiation of a Report of Survey (ROS).

1.1. Unit commanders (also referred to as the Responsible Officer or RO or Agency Chief) must initiate an ROS within 15 calendar days (**45 calendar days for Air Force Reserve units**) of the discovery of loss or damage. IAW AFMAN 23-220, paragraph 10.1.1. A.7., if delays occur in the initiating or processing of a Department of Defense (DD) Form 200, *Financial Liability Investigation of Property Loss*, a written explanation of the reason for the delay is required. An E-mail from the RO/Agency Chief to the ROS Program Manager (PM) will suffice.

1.1.1. Initiation consists of appointing an Investigating Officer (IO) and receiving a control number from the ROS PM. Appointment letters must be a digitally signed or a scanned wet-signed document. A sample letter, including all required information, is available on the 22d Logistics Readiness Squadron (LRS) SharePoint or can be provided by the ROS PM. Forward the letter, via e-mail, to the ROS PM.

1.1.2. The IO will be an officer, senior noncommissioned officer (E-7 or above), or civilian employee in grades GS-7, WG-9, WL-5 or WS-1 or above.

1.1.3. If feasible, the IO will be from a different work center and senior in rank to the individual(s) being investigated. When the IO is not senior in rank or grade to the individual being investigated, the person who appointed the IO will advise the appointing authority, in writing, as to why this was necessary. This document will be made a part of the ROS file as an exhibit.

1.1.4. The IO must be a disinterested, impartial individual who has no interest or involvement in the custodianship, care, accountability or safe keeping of the property in question.

1.1.5. The IO, when appointed, must not be scheduled for deployment, retirement or separation within 60 calendar days of appointment. This should allow ample time for the IO to complete the report and be available for any follow-up requests if needed.

1.1.6. Once appointed, the IO must contact the ROS PM to receive a briefing prior to conducting the investigation. The PM will assign a control number and provide an electronic version of the DD Form 200 and Air Force (AF) Information Management Tool (IMT) 1168, *Statement of Suspect/Witness/Complainant*. If an IO has conducted an investigation within the last 12 months, a briefing is not required; simply forward the IO appointment letter to the PM to receive a control number, DD Form 200 and AF IMT 1168.

1.1.7.1. The IO has 30 calendar days to complete the investigation and fill out Blocks 9-11 and ensure Block 12 is filled out and signed by the RO/Agency Chief. **Air Force Reserve units have 100 calendar days to complete Blocks 9-17, as applicable.** IAW AFMAN 23-220, paragraph 10.1.1. A.7., if delays occur in the

initiating or processing of a DD Form 200, a written explanation of the reason for the delay is required. An e-mail from the RO/Agency Chief to the ROS PM will suffice.

1.2. When a member is being considered for separation under the provision of Air Force Instruction (AFI) 36-3208, *Administrative Separation for Airmen*, the RO/Agency Chief must initiate actions to ensure proper accountability of government property in the individual's possession. The action must be completed while the 22 ARW/Judge Advocate (JA) is conducting legal review of the basis for AFI 36-3208 discharge.

1.2.1. Other than instances mentioned in paragraph 1.2. above, clearance through applicable units must be accomplished no less than 45 days prior to final out-processing date to allow ample time to initiate and complete an ROS investigation/reimburse the government for any lost or damaged property.

2. Documentation Requirements.

2.1. ROSs are accomplished using an electronic version of the DD Form 200. This form is digitally signed and routed via e-mail, SharePoint or Task Management Tool (TMT) and, when required, accompanied by an electronic version of an AF IMT 1768, *Staff Summary Sheet* (E-SSS).

2.1.1. An AF IMT 1768 is not required when submitting the completed DD Form 200 back to the ROS PM. When the DD Form 200 is received from the IO via e-mail, the PM will create and submit the required E-SSS.

2.2. The DD Form 200 must be utilized, regardless of dollar value, to authorize adjustments to accountable records for Information Technology (IT), Land Mobile Radio (LMR) and Personal Wireless Communication System (PWCS) assets. Reference: AFMAN 33-153, *Information Technology Hardware (IT) Asset Management (ITAM)*, paragraph 1.2.11.3.4.

2.3. All supporting documentation must be created as/converted into an electronic file (e-File) that can be "e-attached" to the DD Form 200.

2.3.1. Click on the "paperclip" icon located on the left-hand margin of the DD Form 200 to attach e-Files. All e-Files must be attached prior to the IO digitally signing the form. Once signed, attachments can neither be added nor deleted.

2.3.2. Supporting documentation must include, at minimum, an IO appointment letter and an AF IMT Form 1168. In addition, include all referenced documentation in the report. Documentation may include, but is not limited to; custodial appointment letters, custodial training certificates, depreciation calculator worksheet, repair estimates, inventory lists, hand receipts, etc.

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

3.1. Blocks 1 – 8 are filled out by the ROS PM. This information is extracted from the IO appointment letter mentioned in paragraph 1.1.2. above.

3.2. Block 9. Self-explanatory.

3.2.1. If financial liability is recommended, the IO must contact the ROS PM to assist in computing the depreciated/useful life and disposal value. This is the dollar amount that may be considered if financial liability is recommended. Ensure dollar amount is included in the Block 9 recommendation.

3.2.2. For assets identified with a National Stock Number (NSN), the ROS PM uses the Useful Life and Disposal Value table to determine the asset's current value. This value is entered by the IO in Block 9 of the DD Form 200.

3.2.3. For non-NSN assets, the ROS PM uses the Air Force Claims Center depreciation chart to determine an asset's current value. This value is entered by the IO in Block 9 of the DD Form 200.

3.3. Block 10. Self-explanatory.

3.4. Blocks 11a-e. IO's information and digital signature.

3.5. Blocks 12a-g. The RO/Agency Chief's information and digital signature. The RO/Agency Chief must indicate in Block 12a if negligence or abuse was evident or suspected and must enter comments in Block 12b. Comments must either indicate concurrence with the IO's recommendation/findings or, if non-concurrent, the rationale and any additional recommendations. Once signed by the IO and RO/Agency Chief, the DD Form 200 with attachments, is forwarded to the ROS PM via e-mail.

3.6. Blocks 13a-h. The applicable Appointing Authority's information; filled out by the ROS PM.

3.7. Block 14a-h. The applicable Approving Authority's information; filled out by the ROS PM or "N/A".

3.8. Blocks 15a-k. Filled out by the Financial Liability Officer, if appointed. If not appointed, leave blank.

3.9. Blocks 16a-g. Filled out by individual "charged" or assessed with financial liability or leave blank.

3.10. Block 17a-f. The applicable Accountable Officer's information; filled out by the ROS PM. Accountable Officers are identified as follows:

3.10.1. The 22 LRS Commander (CC) is the Accountable Officer for supply system stocks (warehouse parts/supplies, Due-In-From-Maintenance (DIFM) and in-use equipment assets), mobility assets signed out on a hand-scribed or computer generated AF Form 1297, *Temporary Issue Receipt*, from the Individual Protective Equipment Element and vehicle damage.

3.10.2. The 22d Communications Squadron (CS)/CC is the Accountable Officer for all 22 ARW IT, LMR and PWCS assets.

3.10.3. The 931st Force Support Squadron (FSS)/CC is the Accountable Officer for all 931st Air Refueling Group (ARG) IT, LMR and PWCS assets.

3.10.4. The 22d Medical Group (MDG)/Medical Logistics (SGSL) representative is Accountable Officer for medical equipment and supplies.

3.10.5. The 22d Civil Engineer Squadron (CES)/CC is the Accountable Officer for real property and military housing units.

3.10.6. The applicable RO/Agency Chief is the Accountable Officer for assets not mention above and maintained by the unit.

4. AF IMT Form 1168, *Statement of Suspect/Witness/Complainant.*

4.1. AF IMT Form 1168 will be used to record and document responsible custodian/witness statements.

4.2. Required Information.

4.2.1. Section I: Enter DATE, TIME, LOCATION AND INSTALLATION, UNIT TAKING STATEMENT. Leave OFFENSE & COMPLAINT blank.

4.2.2. Section II: Enter only NAME, STATUS/GRADE, LOCAL ADDRESS, and DUTY TELEPHONE number. Leave all other blocks blank.

4.2.3. Section III: Leave entire section blank.

4.2.4. Section IV: Typed or legibly printed statement.

4.2.5. Section V: Print name (person making statement and interviewer), sign and date

4.3. Print form, scan and name e-File document as appropriate. E-attach file to the DD Form 200.

5. Responsibilities.

5.1. The 22 ARW Vice Commander (CV) is designated as the Approving Authority for McConnell Air Force Base (AFB). During the absence of the 22 ARW/CV, the 22d Operations Group (OG)/CC will act as Approving Authority.

5.2. Group Commanders and their deputies, including the 931 ARG, are designated as Appointing Authorities for their respective groups.

5.2.1. The Appointing Authority is authorized to take action on ROSs if the dollar amount is below \$2,000 and there is no willful negligence, misconduct or deliberate unauthorized use.

5.2.2. The dollar amount mentioned in paragraph 5.2.1. above is based on the total purchase cost, not the depreciated/useful life and disposal value.

5.2.3. In instances where a group commander or the Director of Staff is the Responsible Officer, the 22 ARW/CV will act as the Appointing Authority. The 22 ARW/CC will be the Approving Authority, if required, i.e., the dollar amount is greater than \$2,000/there is willful negligence, misconduct or deliberate unauthorized use.

5.3. If required, the RO/Agency Chief must ensure all necessary documentation is completed for voluntary payment in lieu of an ROS.

5.4. After the unit initiates the voluntary pay document, the individual incurring the financial liability will hand carry the document to the ROS PM to receive a control number. After the control number is assigned and applied to the document, the individual will immediately process the document through the Accounting and Finance Office Cashier and provide a copy of the completed document to the ROS PM. The ROS PM will file the document and close out the control number.

5.5. If, as the result of an ROS investigation, a member volunteers to pay, the ROS Program Manager will contact the member and have them read and sign a letter of acknowledgment explaining the process, fill out a the applicable collection form and attach a copy of the DD

Form 200. These documents will be forwarded to the 22d Comptroller Squadron (CPTS) Customer Service (FMF) office for processing. The member must return a copy of the completed collection document to the ROS PM. The ROS PM will file the collection document and close out the control number.

5.6. The RO/Agency Chief should provide a copy of the completed ROS to the applicable custodian, when applicable.

5.7. The ROS PM will apprise the Appointing and Approving Authorities of the status of the ROS program. Status will be provided by the end of each month following each fiscal quarter i.e., January, April, July, and October.

6. Appeals.

6.1. Appeals will be forwarded to: 18 AF/JA, Scott AFB, IL 62225 (DSN 779-0806). A forwarding memo must be signed by the 22 ARW/CC and accompany the package.

7. Vehicle Accidents.

7.1. The unit commander (RO/Agency Chief) that had possession of the vehicle will appoint an individual to conduct the accident investigation.

7.2. When notified, the ROS PM will forward a request to the unit commander to submit a letter to the applicable Appointing Authority with a recommendation on whether or not an ROS should be initiated. A sample copy of the letter will be provided. The letter must be signed by the investigator, the unit commander and the Appointing Authority.

7.3. The unit commander will have 15 calendar days from the date of the accident, or discovery of damage, to turn in the completed letter to the ROS PM.

7.4. If, due to gross negligence, willful misconduct or deliberate unauthorized use, an ROS is recommended and the Appointing Authority concurs, the ROS PM will coordinate with the unit commander to initiate the ROS. If an ROS is not recommended and the Appointing Authority concurs, the ROS PM files the letter and closes out the control number.

JOEL D. JACKSON, Colonel, USAF
Commander

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

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

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

AFMAN 33-153, *Information Technology Hardware (IT) Asset Management (ITAM)*, 19 March 2014

AFI 36-3208, *Administrative Separation for Airmen*, 9 July 2004

AFPD 23-1, *Materiel Management*, 15 February 2011

Prescribed Forms

None

Adopted Forms

AF Form 1297, *Temporary Issue Receipt*, 1 July 1987

AF IMT Form 1168, *Statement of Suspect/Witness/Complainant*, 1 April 1998

AF IMT 1768, *Staff Summary Sheet*, 1 September 1984

DD Form 200, *Financial Liability Investigation of Property Loss*, 1 July 2009

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

ARG—Air Refueling Group

ARW—Air Refueling Wing

CC—Commander

CES—Civil Engineer Squadron

CPTS—Comptroller Squadron

CS—Communications Squadron

CV—Vice Commander

DD—Department of Defense

DIFM—Due-In-Form-Maintenance

FMF—Customer Service
FSS—Force Support Squadron
IAW—In Accordance With
IMT—Information Management Tool
IO—Investigating Officer
IT—Information Technology
JA—Judge Advocate
LMR—Land Mobile Radio
LRS—Logistics Readiness Squadron
MDG—Medical Group
NSN—National Stock Number
OG—Operations Group
OPR—Office of Primary Responsibility
PM—Program Manager
PWCS—Personal Wireless Communication System
RDS—Records Disposition Schedule
ROS—Report of Survey
SGSL—Medical Logistics
TMT—Task Management Tool