

**BY ORDER OF THE COMMANDER  
512TH AIRLIFT WING**

**512 AIRLIFT WING INSTRUCTION  
23-201**



**26 MAY 2016**  
Certified Current, 3 April 2024  
**Supply**

**RECOVERY OF GOVERNMENT  
PROPERTY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 512AW/CCE  
(Maj James McCann)

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This Instruction implements AFD 23-1, *Supplies and Material Management*. It establishes the responsibilities and procedures for the clearance and recovery of individual and organizational equipment from personnel assigned to the 512 AW. It also applies to reservists who are transferred or separated from the 512AW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route the AF IMTs 847 directly to the 512 OSF/OST at Dover AFB. 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 Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

**SUMMARY OF CHANGES**

This instruction clarifies the responsibilities for commanders after the elimination of supply accountability for individual equipment and realigns the primary responsibility with the unit custodians. It outlines unit commander's responsibilities to ensure individuals receive only authorized items. The OPR has also changed to the 512th Logistics Readiness Squadron. It also reflects office symbol changes under the current reorganization. A bar ( | ) indicates revisions from the previous edition.

**1. Responsibilities and Procedures:**

1.1. Personnel Relocation (DPMSA) will send an out-processing checklist to individuals projected to separate. This will include the date of final processing which will usually be on the individual's last UTA.

1.2. Individual members will ensure their supply accounts are cleared with their unit and their unit clothing custodian.

1.2.1. Member will return all recoverable organizational equipment to the unit that issued the equipment on the AF Form 1297, Temporary Issue Receipt.

1.2.2. Member will return all individual or organizational equipment issued on AF Form 657/658, Personal Clothing and Equipment Record, to the unit clothing custodian.

1.3. Unit clothing custodians will process outstanding accounts using the following procedures: Verify that an obligation exists. If an obligation does exist: (1) Obtain two copies of applicable AF Form 538 or AF Form 1297; (2) Forward one copy to the unit commander for recovery action as specified in paragraph 1.4. in this instruction; and (3) Retain the other copy in a suspense file with a copy of the out-processing checklist.

1.3.1. Perform a periodic follow-up (60 days) on suspended recovery actions.

1.3.2. Upon completion of Report of Survey (ROS), send letters of notification to the following, (if applicable):

1.3.2.1. The base ROS Monitor is located in the Financial Management Office (436 CPTS/ FMA) (Attachment 1)

1.3.2.2. Individual (Attachment 3 or Attachment 4)

1.3.3. Clear obligation suspense file.

1.3.4. Send information copy of Report of Survey to the unit commander.

1.4. When reservists fail to return to their unit for out-processing, unit commanders will take the following actions to attempt recovery of Air Force equipment:

1.4.1. Notify individuals by phone, advise of obligation, and request turn-in of items.

1.4.2. If account is not cleared within 14 days of notification, the commander will send a letter by certified mail with a return receipt requested. (Attachment 3) IAW AFMAN 23-220, Reports of Survey for Air Force Property, initiate DD Form 200, Report of Survey, forty-five (45) days after the date of the certified notification letter.

1.4.3. Forward DD Form 200 to the 436th Financial Management Office (436AW/FM).

## **2. Relief from Responsibility for Public Property Lost, Damaged, or Destroyed by Causes Other Than Fair Wear and Tear:**

2.1. Where monetary liability is admitted, and the damage or the total loss does not exceed \$500.00, relief from responsibility may be obtained by processing one of the following forms:

2.1.1. DD Form 362, Statement of Charges/Cash Collection Voucher

2.1.2. DD Form 1131, Cash Collection Voucher.

2.2. When monetary liability exceeds \$500.00, process DD Form 200 in accordance with AFMAN 23-220.

2.3. When monetary liability is not admitted, determination of responsibility may be obtained by using procedures established in AFMAN 23-220.

2.4. In addition to other categories listed in AFMAN 23-220 the following categories require preparation of DD Form 200 regardless of dollar value: (1) Controlled items as defined in AFMAN 23-110V5, Air Force Medical Materiel Management System– General; (2) All types of weapons; (3) Items having a security classification; and (4) When there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use pertaining to the loss.

D. SCOTT DURHAM, COL, USAFR  
Commander

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

AFI 23-111/AFGMI – *Management of Government Property in Possession of the Air Force*, 29 October 2013/29 August 2014

AFI 36-2608 – *Military Personnel Records System*, 26 October 2015

AFPD 23-1 – *Material Management*, 15 February 2011

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

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

***Abbreviations and Acronyms***

**AF**—Air Force

**AFB**—Air Force Base

**AF IMT**—Air Force Information Management Tool

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AW**—Airlift Wing

**AW/CCE**—Airlift Wing Executive Officer

**AW/FM**—Financial Management

**AWI**—Airlift Wing Instruction

**CPTS/FMA**—Financial Management Office

**DD**—Department of Defense

**DPMAE**—Employment Section

**FSMPD**—Personnel Relocation

**HQ ARPC**—Headquarters Air Reserve Personnel Center

**IAW**—In Accordance With

**LRS/CC**—Logistics Readiness Squadron Commander

**LRS/LGRM**—Logistics Readiness Resource Management

**MSG/CCE**—Mission Support Group Executive Officer

**OPR**—Office of Primary Responsibility

**OSS**—Operations Support Squadron

**RDS**—Records Disposition Schedule

**ROS**—Report of Survey

**USAFR**—United States Air Force Reserve

**UTA**—Unit Training Assembly

**Attachment 2****SAMPLE REPORT OF SURVEY MEMORANDUM**

MEMORANDUM FOR 436 CPTS/FMA (Attn: Report of Survey

Monitor

FROM: Unit (Full Address)

SUBJECT: Report of Survey

1. SSgt John Doe has been found monetarily liable for sample equipment item. This is the cost of Air Force clothing and/or equipment in the member's possession when he separated from this unit.
2. Request that this report be inserted in the member's record since the individual is no longer within our jurisdiction. This report can be withdrawn upon either payment of the amount owed or return of the item(s). If SSgt John Doe has joined another unit, please notify HQ ARPC/ (office symbol), 6760 East Irvington Place, Denver CO 80280-5000.
3. A copy of the report has been sent to HQ ARPC for collection action. We have asked them to keep you advised of collection status.

UNIT COMMANDER'S SIGNATURE BLOCK

**Attachment 3**

**SAMPLE MEMORANDUM FOR COLLECTION OF DEBT OWED THE U.S.  
GOVERNMENT**

MEMORANDUM FOR HQ ARPC/ (Office Symbol)

6760 East Irvington Place

Denver CO 80280-5000

FROM: Unit (Full Address)

SUBJECT: Collection of Debt Owed the U. S. Government

1. Request you initiate collection action against the following personnel:

<u>SSN</u>	<u>NAME/GRADE</u>	<u>REPORT OF SURVEY #</u>	<u>AMOUNT</u>	<u>ACTION</u>
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2. The above were found monetarily liable for the amounts shown above based upon deliberate unauthorized use of Government property.

3. HQ ARPC/DPMAE has furnished copies of this letter with attached reports for insertion in each per- son's official file to be retained until the debt is satisfied.

4. Please advise us when collection is received. Also advise HQ ARPC/DPMAE of any changes in status or collection results.

5. Information contained in this letter is protected by the Privacy Act of 1974.

UNIT COMMANDER'S SIGNATURE BLOCK

Attachment:

Reports of Survey

**Attachment 4****SAMPLE MEMORANDUM FOR RETURN OF GOVERNMENT PROPERTY**

MEMORANDUM FOR INDIVIDUAL

FROM: Unit Commander (Full Address)

SUBJECT: Return of Government Property

1. United States Air Force-owned items, as identified on attached AF Form 657/658, and/or AF Form 1297 were issued to you while serving in the XXX Squadron, a unit under the 512 AW. We have not been able to clear your record file for lack of these assets.
2. You are financially responsible for these items. Your full cooperation in returning the items within 14 days of this letter would be greatly appreciated.
3. Using the return envelope, advice within five days of receipt of this letter when you plan on returning the items or otherwise resolving the obligation. For additional information, please call my office at Commercial 302-677-XXXX.

UNIT COMMANDER'S SIGNATURE BLOCK

**2 Attachments**

AF Forms 538/1297

1st Ind, Member's Name

Date

MEMORANDUM FOR (UNIT)

1. I will return the item(s) on \_\_\_\_\_.
2. I will resolve this obligation on \_\_\_\_\_.

MEMBER'S SIGNATURE



**Attachment 5****SAMPLE MEMORANDUM FOR REPORT OF SURVEY LIABILITY**

MEMORANDUM FOR INDIVIDUAL

FROM: 512 LRS/CC

202 Liberty Way

Dover AFB DE 19902-5202

SUBJECT: Report of Survey

1. On \_\_\_\_\_, the Survey Board found you monetarily liable for \_\_\_\_\_ Based upon your deliberate unauthorized use of Government property. The liability is equal to the cost of Air Force organization items still on your records and presumably in your possession.
2. One copy of the Report of Survey has been forwarded to the Air Force Accounting and Finance Center for collection action by a collection agency.
3. Another copy of the Report of Survey has been sent to the Air Reserve Personnel Center for retention in your records, and will remain there until one of several actions occur:
  - a. You pay for the item(s).
  - b. You return the item(s) to us.
  - c. You furnish evidence of item(s) turn-in.
4. If you elect to pay, send a check (payable to the Accounting and Finance Officer, to HQ ARPC, 6760 Irvington Place, Denver CO 80280-5000.
5. Attached are copies of the Report of Survey and the letters to HQ ARPC. If you have any questions, please notify this office.

**2 Attachments:**

1. Report of Survey
2. Letter to HQ ARPC

UNIT COMMANDER'S SIGNATURE BLOCK