

30 September 1998



Supply

RECOVERY OF GOVERNMENT PROPERTY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRPD 23-2, *Supplies and Materiel 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 512 AW.

SUMMARY OF REVISIONS

This instruction has been revised to change the number of days Unit Commanders have to initiate DD form 200, Report of Survey, from thirty (30) days to forty-five (45) days.

1. Responsibilities and Procedures :

- 1.1. 512 MSS/DPMPE. 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 the following offices:
 - 1.2.1. Unit. Turn in all recoverable organization equipment that was issued on Hand Receipt, AF Form 1297, Temporary Issue Receipt.
 - 1.2.2. 436 SUPS/LGSDCR, Individual Equipment Unit. Turn in all equipment issued on AF Form 538, Personal Clothing and Equipment Record, and/or AF Form 1297.
- 1.3. 512 LSS/LGSP. Uncleared accounts will be processed as follows using the following procedures:
 - 1.3.1. 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 this instruction; and (3) Retain the other copy in a suspense file with a copy of the out-processing checklist.

1.3.2. Perform a periodic follow-up on suspended recovery actions.

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

1.3.3.1. ARPC/DPFR (Attachment 1).

1.3.3.2. AFAFC (Attachment 2).

1.3.3.3. Individual (Attachments 3 or 4).

1.3.4. Clear obligation suspense file.

1.3.5. Send information copy of Report of Survey to the individual's commander.

1.4. 512 AW Unit Commanders. Since reservists seldom return to their unit to out-process when relieved from a Ready Reserve assignment, all 512 AW Unit Commanders will take the following actions to attempt recovery of Air Force equipment not turned in.

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 two weeks, send a letter by certified mail with a return receipt requested.

1.4.3. Forty-five (45) days after date of letter, initiate DD Form 200, Report of Survey, per AFMAN 23-220.

1.4.4. Forward DD Form 200, to 512 LSS/CC for processing to 436 AW/FMA.

1.4.5. If indebtedness is established, the 436 AW will notify 512 LSS/CC and ARPC

2. Relief from Responsibility for Public Property Lost, Damaged, or Destroyed by causes other than Fair Wear and Tear:

2.1. Where pecuniary 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 Charge for Government Property Lost, Damaged or Destroyed.

2.1.2. DD Form 1131, Cash Collection Voucher.

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

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

2.4. The following categories require preparation of DD Form 200 regardless of dollar value: (1) Controlled items as defined in AFM 67-1, Vol V; (2) All types of weapons; and (3) Items having a security classification.

PETER K. SULLIVAN, Col., USAFR
Commander

Attachment 1

SAMPLE REPORT OF SURVEY MEMORANDUM

MEMORANDUM FOR ARPC/DPFR

FROM: 512 LSS/CC

SUBJECT: Report of Survey

1. _____ has been found monetarily liable for _____ . This is the cost of Air Force clothing and/or equipment in his/her possession when he/she separated from this unit.

2. Request that this report be inserted in his/her record since 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 _____ has joined another unit, please notify AFAFC/AJCR, Lowery AFB, CO 80230.

3. A copy of the report has been sent to AFAFC/AJCR for collection action. We have asked them to keep you advised of collection status.

(NAME)
 COMMANDER, LOGISTICS SUPPORT SQUADRON

cc:
 AFAFC/AJCR

Attachment 2

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

MEMORANDUM FOR AFAFC

FROM: 512 LSS/CC

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

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

REPORT OF

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

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

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

(NAME)

COMMANDER, LOGISTICS SUPPORT SQUADRON

Attachment:

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Reports of Survey

cc:

AFAFC/AJCR

Attachment 3

SAMPLE MEMORANDUM FOR RETURN OF GOVERNMENT PROPERTY

MEMORANDUM FOR

FROM: 512 LSS/CC

SUBJECT: Return of Government Property

1. USAF-owned items, as identified on attached AF Form 538, and/or AF Form 1297 were issued to you while serving in the _____, 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, advise within five days of receipt of this letter when you plan on returning the items or otherwise resolving the obligation. Please call 302-677-5432 for additional information.

(NAME)

COMMANDER, LOGISTICS SUPPORT SQUADRON

Attachments:

1. AF Forms 538/1297

Return Envelope

Attachment 4

SAMPLE MEMORANDUM FOR REPORT OF SURVEY LIABILITY

MEMORANDUM FOR

FROM: 512 LSS/CC

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 turn-in.
4. If you elect to pay, send a check (payable to the Accounting and Finance Officer, to AFAFC/AJCR, Lowery AFB, CO 80230.
5. Attached are copies of the Report of Survey and the letters to ARPC and AFAFC. If you have any questions, please call me at 302-677-5432.

(NAME)

COMMANDER, LOGISTICS SUPPORT SQUADRON

Attachments:

1. Report of Survey
2. Letters to ARPC and AFAFC