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**Supply**

**REPORTS OF SURVEY FOR AIR FORCE  
PROPERTY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 23-2, *Supplies and Materiel Management*, and is designed to be used in conjunction with the detailed procedures in AFMAN 23-220, *Reports of Survey for Air Force Property*, and AFRC Supplement 1. It applies to all personnel assigned to the 913th Airlift Wing.

**SUMMARY OF REVISIONS**

This revision is a consequence of the Air Force instruction on reports of survey migrating from the FM into the LGS series. It also eliminates much information already included in Air Force Instruction 23-220 that is not relevant to the initiation phase of the process.

**1. Responsibility.** Incumbents of the following positions are hereby appointed to the report of survey (ROS) positions indicated and are responsible for execution of their duties and responsibilities as identified in AFMAN 23-220:

- 1.1. Approving Authority. 913th Airlift Wing Commander.
- 1.2. Appointing Authority. 913th Logistics Group Commander.
- 1.3. Program Manager. 913th Airlift Wing Comptroller.

**2. Criteria for Initiation.** When Air Force property is lost, damaged or destroyed, a ROS may be required.

2.1. A ROS is mandatory when:

- 2.1.1. Controlled or sensitive items, weapons, or classified items have been lost, damaged or destroyed.

- 2.1.2. There is evidence of abuse, gross negligence, willful misconduct, or deliberate unauthorized use, fraud, theft, or if negligence is suspected in the case of supply system stocks or property book items.
  - 2.1.3. Negligence is evident in the loss of hand tools regardless of dollar value unless voluntary monetary reimbursement or replacement-in-kind is offered and accepted.
  - 2.1.4. Hand tools or other pilferable items over \$100 unit cost or \$500 total cost are lost.
  - 2.1.5. Supply system stock records are adjusted in excess of \$2,500 for pilferable items.
  - 2.1.6. Supply system stock records are adjusted in excess of \$16,000 for uncontrolled or non-pilferable items.
  - 2.1.7. Supply system stock record adjustments exceed \$50,000.
  - 2.1.8. Ammunition is lost that meets the criteria in AFI 21-202, paragraph 3.46.
  - 2.1.9. Bulk petroleum losses exceed authorized allowances.
  - 2.1.10. Contractor held property is lost, damaged or destroyed by Air Force military or civilian personnel.
  - 2.1.11. Air Force property is lost or damaged while being carried by a government aircraft or vessel.
  - 2.1.12. Requested by an accountable officer.
  - 2.1.13. Public funds are lost.
  - 2.1.14. Items are lost, damaged or destroyed after they have been removed from an aircraft damaged in authorized operations.
  - 2.1.15. Repetitive cases of loss, damage or destruction occur, even though any one by itself would not warrant a report of survey.
  - 2.1.16. Air Force property is lost, damaged or destroyed while under the control of a non-appropriated fund instrumentality.
  - 2.1.17. An involuntary payment is to be effected.
  - 2.1.18. When there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use pertaining to the loss, damage or destruction of a government vehicle or vehicle property records must be adjusted.
- 2.2. A ROS is not required when:
- 2.2.1. An individual voluntarily wishes to pay for property that was lost, damaged or destroyed and the item(s) is not one that requires a ROS and is valued at \$500 or less.
  - 2.2.2. A vehicle accident investigation report indicates that gross negligence, willful misconduct, or deliberate unauthorized use were not involved and it is not necessary to adjust property records.
  - 2.2.3. Air Force property is damaged from operation of privately owned vehicles, boats, aircraft or other conveyance.
  - 2.2.4. Property belonging to other DoD activities is lost, damaged or destroyed by Air Force military or civilian personnel.

- 2.2.5. Major weapon systems components, and attachments are lost, damaged or destroyed.
- 2.2.6. An item becomes unserviceable due to fair wear and tear.
- 2.2.7. An item is disassembled for component parts or is salvaged.
- 2.2.8. Competent authority authorized an item to be abandoned.
- 2.2.9. Loss, damage or destruction is caused by an act of God.
- 2.2.10. Property is lost in combat operations.

**3. Process.** When property is lost, damaged or destroyed by an individual or an organization, the organization that has possession of the property will initiate the ROS. The following actions will be taken, in order:

- 3.1. The unit commander or civilian division chief of the unit with possession of the property will promptly contact the program manager (x1166). The person contacting the program manager will also indicate whether any person who may have caused the loss or damage is scheduled for separation. If this is the case, every effort will be made to expedite the survey process. The program manager may approve not processing a ROS if the value is under \$500 and a ROS is not required.
- 3.2. The program manager will assign a control number to the case and provide the appointing authority a list of qualified candidates for appointment as the initial investigating officer.
- 3.3. The appointing authority will appoint the initial investigating officer.
- 3.4. The program manager will provide the initial investigating officer the materials and guidance necessary to accomplish all required duties.
- 3.5. The initial investigating officer makes written findings and recommendations on the issue of liability.
- 3.6. If required, the ROS is then processed by the program manager to the accountable officer (often the Chief of Supply) so that the records may be adjusted.
- 3.7. The initial investigating officer allows the person(s) involved to review the case and provide verbal or written information to refute the findings and recommendations.
- 3.8. The program manager will process the ROS to the appointing authority, who will:
  - 3.8.1. Review the ROS for unauthorized erasures and alterations, completeness, accuracy, logical conclusions, findings, recommendations, and compliance with AFMAN 23-220.
  - 3.8.2. Take final action on a ROS for normal retail items used at base level when the amount of the loss or damage is less than \$2,000 and there is no evidence of negligence, willful misconduct, or deliberate unauthorized use.
  - 3.8.3. Refer the ROS to the legal office for review if financial liability is recommended.
  - 3.8.4. If necessary, appoint a financial liability officer or a financial liability board to re-evaluate the initial investigation or because of the complicated nature of the case.
  - 3.8.5. Forward the complete ROS with personal recommendations to the approving authority.

3.9. The approving authority will take final action according to AFMAN 23-223, Chapter 10, and return the completed ROS case file to the program manager for recordkeeping.

RICHARD R. MOSS, Colonel, USAFR  
Commander