

**BY ORDER OF THE COMMANDER  
HEADQUARTERS 81ST TRAINING WING (AETC)**

**AF MANUAL 23-220  
KEESLER AIR FORCE BASE  
Supplement 1**



**22 October 2001**

**Supply**

**REPORTS OF SURVEY FOR AIR FORCE PROPERTY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 81 LG/CCRR (Maria P. Underwood) Certified by: 81 LG/CC (Col Michael D. Altom)  
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**AFMAN 23-220, 1 July 1996, is supplemented as follows. This supplement also applies to tenants.**

- ★ **NOTE:** Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Vol 4).

**SUMMARY OF REVISIONS**

Disposition instructions included. Report of survey manager changed. A ★ indicates changes from the last revision.

Table of Contents, Attachment 7 (Added) UNIT ROS MONITOR'S CHECKLIST

- ★ 4.1.1. Commanders and Staff Agency Chiefs will appoint an individual (TSgt/GS-7 or above) to serve as the Unit Report of Survey (UROS) Monitor in writing to the Base ROS Program Manager, 81 LG/CCRR. The appointment letter must contain name, rank, office symbol, duty phone, and those subordinate units for which they are responsible. The UROS monitor is the focal point between your unit and the Base ROS Program Manager. The UROS monitor's responsibilities are:
  - 4.1.1.1. (Added) Routinely inform unit commander of his/her responsibilities concerning ROSs.
  - 4.1.1.2. (Added) Assist the unit commander and the investigating officer to ensure a thorough initial investigation is conducted and the ROS package is assembled and processed timely and properly.

4.1.1.3. (Added) Have a good understanding of the ROS program.

4.1.1.4. (Added) Brief each investigating officer concerning his/her responsibilities.

4.1.1.5. (Added) Maintain a log of all instances when there is loss, damage, or destruction of government property belonging to the unit and the action that was taken. This log should contain the property description, amount of the loss or damage, responsible individual, organization(s) involved, the investigator appointed, the ROS number when one is provided, and the status of the ROS. Report negative ROS trends/problem areas to the ROS Program Manager quarterly, if appropriate.

4.1.1.6. (Added) Review all Reports of Survey initiated by their units for correction and completeness in accordance with AFMAN 23-220 and supplements.

4.1.1.7. (Added) The unit ROS monitor is responsible for ensuring the timeframes outlined in chapter 5 are met.

5.2. The ROS Program Manager will monitor the late submission of reports of survey.

★ 5.3.1. The UROS monitor will contact the ROS Program Manager (81 LG/CCRR) to receive a control number when it has been determined a ROS is required.

7.1.1. Appointed investigating officer must be from a unit different from the unit initiating the ROS.

7.4.2. Investigators will use AF Form 1168, **Statement of Suspect/Witness/Complainant**, when obtaining statements.

7.4.10.2. The recommendation will include whether or not the individual(s) is/are to be held financially liable and rationale for the recommendation.

8.3.5. Unit ROS monitors will use the attached checklist (Atch 7) to ensure all necessary actions are completed prior to submitting ROS package to the ROS Program Manager.

8.4.1. The Commander, 81st Logistics Group (81 LG/CC), is the Approval Authority for Reports of Survey (ROS).

★ 8.4.4. The ROS Program Manager may approve not processing a ROS if the purchase value is under \$500 and a ROS is not required. Unit commanders should address waiver requests to 81 LG/CCRR. Ensure waiver request letter includes the property description to include serial/stock number, inventory account number, price, and a brief explanation of the circumstances surrounding the loss/damage. Also include a statement indicating no negligence or abuse is suspected. Approved requests will be the basis for account adjustment.

9.1. The Deputy Commander 81st Logistics Group (81 LG/CD) is the Appointing Authority. 81 LG/CD may take final action on reports of survey when the amount of loss, damage, or destruction is less than \$2,000.00, and there is no evidence of negligence, willful misconduct, or

deliberate unauthorized use. Also, approves or disapproves DD Form 200 when the gain or loss of inventory in Supply system stocks is less than \$100,000.

10.1.1. "A.7." Unit commanders will provide the ROS Program Manager a written explanation of the delay in initiating or processing a ROS, and the corrective action taken to prevent recurrence.

★ 10.2.2.5. 81 LG/CCRR is the office responsible for administering the ROS Program.

11.4.2. Ensures all units/organizations appoint a Unit Report of Survey (UROS) Monitor (primary and alternate). Provides training to UROS Monitors, as required or requested.

★ 11.4.12. 81 LG/CCRR will assign survey numbers. The number consists of five digits: the first two digits identify the fiscal year and the remaining three digits provide the sequence number.

11.8. The investigating officer immediately notifies the ROS Program Manager if the responsible person's scheduled date of separation is within 90 days.

13.2.4. The ROS Program Manager briefs the financial liability officer prior to him/her conducting investigations.

16.1.6.4. If the investigating officer determines there is evidence of negligence, willful misconduct, or deliberate unauthorized use, the responsible individual(s) must first be contacted to determine whether or not payment will be made voluntarily. Unit commanders initiate voluntary payment documents.

16.1.6.4.1. (Added) If the responsible individual wants to make voluntary payment for the loss/damage, the unit ROS monitor prepares DD Form 362, **Statement of Charges/Cash Collection Voucher**. The responsible individual then handcarries the form to Financial Services Office for processing.

18.4.3.1. Unit ROS monitors will brief investigators of their responsibilities and suspense procedures.

18.4.3.7. Unit ROS monitors will track the number of vehicle mishaps and the number of resulting ROS actions. Provide this information to the unit commander and the ROS Program Manager quarterly.

ROOSEVELT MERCER, JR., Brigadier General, USAF  
Commander  
81st Training Wing

**Attachment 7****UNIT ROS MONITOR'S CHECKLIST**

<b>ACTION ITEMS</b>	<b>YES</b>	<b>NO</b>
1. WAS THE ROS INITIATED UPON DISCOVERY OF THE LOST, DAMAGED, OR DESTROYED GOVERNMENT PROPERTY? IF NOT, IS A LETTER OF EXPLANATION SIGNED BY UNIT COMMANDER INCLUDED?		
2. WAS THE ROS COMPLETED WITHIN 45 DAYS OF DISCOVERY? IF NOT, IS A LETTER OF EXPLANATION SIGNED BY UNIT COMMANDER INCLUDED?		
3. IS THE DD FORM 200 COMPLETED PROPERLY? (SEE BELOW)		
a. HAS THE INVESTIGATOR COMPLETED BLOCKS 1 THROUGH 11e AND SIGNED THE FORM?		
b. IS THE FOLLOWING INFORMATION INCLUDED IN BLOCK 9 (OR ON THE CONTINUATION SHEET)?		
(1) RESPONSIBLE MEMBER'S FULL NAME AND RANK?		
(2) RESPONSIBLE MEMBER'S SOCIAL SECURITY NUMBER?		
(3) RESPONSIBLE MEMBER'S UNIT AND DUTY PHONE?		
(4) HAS THE INVESTIGATOR INCLUDED A RECOMMENDATION FOR THE ASSESSMENT OF FINANCIAL LIABILITY?		
c. IF INVESTIGATION REVEALED DEFICIENCIES IN DIRECTIVES, PROCEDURES, ETC., IS THERE A STATEMENT OF CORRECTIVE ACTION TAKEN TO PREVENT RECURRENCE IN BLOCK 10?		
d. HAS THE UNIT COMMANDER COMPLETED SECTION 12, INCLUDING HIS/HER COMMENTS AND RECOMMENDATIONS?		
4. ARE ALL PERTINENT DOCUMENTS INCLUDED IN THE PACKAGE?		
a. EQUIPMENT LOST/DAMAGED/DESTROYED:		
(1) INDIVIDUAL/WITNESS STATEMENT(S) (AF FORMS 1168)?		
(2) EQUIPMENT INVENTORY LISTING(S)?		
(3) SUPPLY/DRMO TURN-IN DOCUMENTS(S)?		
(4) EQUIPMENT PURCHASE DATE AND COST?		
(5) OTHER (LIST)?		
b. VEHICLE ACCIDENT/ABUSE:		
(1) INDIVIDUAL/WITNESS STATEMENT(S) (AF FORMS 1168)?		
(2) TRAFFIC CITATION(S)?		
(3) ACCIDENT REPORT(S)?		
(4) ESTIMATED/ACTUAL REPAIR COSTS?		
(5) ACCIDENT SCENE DIAGRAM(S)?		
(6) OTHER (LIST)?		
5. HAS THE ROS BEEN REPRODUCED TO SUBMIT ORIGINAL AND 1 COPY?		
6. HAS THE INFORMATION CONTAINED IN ROS BEEN ADDED TO TREND DATA FOR QUARTERLY SUBMISSION TO UNIT COMMANDER AND ROS PGM MGR?		