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**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 23-111**

**25 JULY 2005**



**AIR MOBILITY COMMAND  
Supplement**

**13 APRIL 2007**

**Supply**

**MANAGEMENT OF GOVERNMENT  
PROPERTY IN POSSESSION  
OF THE AIR FORCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**(AMC)**

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This instruction implements AFD 23-1, Requirements and Stockage of Materiel, by prescribing basic policy and responsibilities for managing public property, except real property (land, facilities, and real property installed equipment), under Air Force control. It authorizes and directs commanders to manage government property under their command. It instructs subordinate personnel to responsibly manage and care for Air Force property under their control. This instruction applies to all Air Force military and civilian personnel and individuals required by contract to manage and be responsible for government property, including the Air National Guard and Air Force Reserve. Management of non-appropriated fund (NAF) property is addressed in AFI 34-204, Property Management. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://afirms.amc.af.mil>

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**(AMC) AFI 23-111, 25 July 2005 is supplemented as follows:** This supplement is not applicable to Air National Guard and US Air Force Reserve Units. Unless specifically noted, guidance applies to all. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil>. 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 AF IMT 847s from the field through the appropriate functional's chain of command.

### ***SUMMARY OF CHANGES***

This revision incorporates recent Air Force Specialty Code changes and responsibilities in the Logistics disciplines. In addition, this revision introduces new definitions for both the Accountable Officer and the Responsible Officer; and defines Air Force contractor's responsibilities and roles in managing Air Force property.

#### ***Section A—Introduction and Statutory Authority***

**1. Statutory Authority.** Title 10, U.S.C., 9832, authorizes the Secretary of the Air Force to prescribe publications accounting for government property and to assign responsibility for that property. Title 32, U.S.C., 710 identifies the State's responsibilities for managing federal property issued to the National Guard.

#### ***Section B—General Property Management Responsibilities Applicable to All Personnel***

**2. General Property Management Responsibilities.** The Air Force's mission makes it imperative that all military and civilian personnel operate and maintain government systems, equipment, supplies, and real property in the best possible condition, in constant readiness, and in the absolute minimum quantities necessary to accomplish assigned tasks.

2.1. The Air Force provides, through property managers, proper allocation, control, use, and safeguarding of property under Air Force control. Property management tenets apply to each individual. Property management responsibilities limit the use of government property to official purposes only.

2.2. Supply discipline is mandatory and essential to conserve, protect, and maintain available government systems, equipment, supplies, and real property for operational requirements. Subordinate commanders are responsible to their commanders for prudent management, control, storage, and cost-effective use of government property under their jurisdiction. Government property includes, but is not limited to, hand tools, operating stocks, individual equipment, administrative supplies and equipment, and bench stock items.

2.3. Property management responsibility includes pecuniary liability for the loss, damage, or destruction of property resulting from negligence, willful misconduct or deliberate unauthorized use.

#### ***Section C—Specific Property Management Responsibilities***

**3. Specific Property Management Responsibilities.** DOD and Air Force policy provides for varying levels of responsibility and roles when managing or controlling government property.

3.1. In addition to the general responsibilities applicable to all Air Force personnel, Department of Defense directives establish the following property accountability echelons:

3.1.1. Accountable Officer. An individual appointed by proper authority who maintains item records and/or financial records in connection with Government property, irrespective of whether