

CERTIFICATE OF RESPONSIBILITY FOR GOVERNMENT PROPERTY

1. *Explanation of Terms(Reference AFI 23-111, AFMAN 23-220 and AFMCI 21-107):*

a. Management of Public Property. Property management responsibility applies to all Air Force personnel. I understand that I am responsible for public property that comes under my control whether or not the property was received for or issued to me for care or custody.

b. Pecuniary Liability. Property management responsibility includes pecuniary liability for the loss, damage

c. I am familiar with and will abide by operating instructions and/or regulations issued relative to the safeguarding of tools/tool boxes.

2. *I understand when I am issued a tool kit, I assume custodial responsibility and pecuniary liability upon receipt of the items issued. I understand it becomes my responsibility to properly use and return or account for all items issued. During all absences (TDY, leave, etc.), I will secure my tools/tool box in accordance with prescribed directives.*

3. *I understand I am to take the following actions when issued a tool kit:*

a. Check each item for serviceability and correct identification.

b. Place a checkmark on the the custody receipt listing as each line item is issued to me and enter "NI" beside any items listed which are not issued to me and "B/O" beside any item backordered. I understand I will

c. Keep my personal copy of the custody receipt listing in a safe place. The original copy, signed by me, will be kept as a receipt in Tool Crib files. When I return my tool kit issue, the Tool Crib Attendant will give a receipt which I should retain as proof of turn-in.

4. *I will, immediately upon loss or theft of my tools/tool kit or evidence that a tool kit has been broken into:*

a. Report to my supervisor, who will notify the Security Police as required.

b. Comply with organizational policies.

c. Inventory my tool kit using my personal tool listing copy.

d. Initiate action to obtain relief from responsibility/liability

5. *I understand that relief from responsibility for tools and equipment lost or stolen must be obtained by processing the necessary documents as prescribed by AFI 23-111, AFMAN 23-220, AFMCI 21-107, the local supplement, and DOD 7200.10M.*

6. *I understand that the Air Force retains title to any Government property recovered after loss, even though reimbursement has been made. I further understand that if the property is recovered I can appeal to FM for return of any monies I have paid for property.*

7. *I do hereby certify that I have read and understand AFMCI 21-107, Tool Control and Accountability and the contents of this letter, and I have been furnished a copy of this letter.*

DATE

SIGNATURE OF EMPLOYEE

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