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Security

**LOST, ABANDONED, OR UNCLAIMED
PRIVATE PROPERTY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DoD 4160.21-M, *Defense Reutilization and Marketing Manual*, March 1990, AFM 23-110, Vol 6, *Excess and Surplus Personal Property*, AFD 31-2, *Law Enforcement*, and AFI 31-206, *Security Forces Investigations*. It establishes procedures for the control, disposal, and disposition of lost, abandoned, or unclaimed privately owned property on Malmstrom Air Force Base. Lost, abandoned or unclaimed private property is defined as any privately-owned personal property which has come into the possession, custody, or control of any agency or activity of the Department of Defense and is unclaimed by the owner. This instruction applies to all personnel assigned or attached to Malmstrom Air Force Base. Maintain and dispose of records created as a result of prescribed process in accordance with AFMAN37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

Changes inventory on a plain piece of bond paper to a notebook style ledger. This revision also replaces SPS with SFS and Security Police with Security Forces. A bar (|) indicates revisions from the previous edition.

1. Responsibilities. The installation commander will appoint a board of one or more commissioned or noncommissioned officers or civilian government employees to serve on the Base Property Disposal Board. This designation will be made in writing with copies to the board members and the 341st Security Forces Squadron's Investigations Section (341 SFS/SFOI). Defense Reutilization and Marketing Office personnel will not serve as board members. Government agencies who come in contact with privately owned property on the installation will account for, process, and properly dispose of such property in the following manner.

2. Procedures:

2.1. Prepare an accurate inventory in a notebook style ledger for all lost and found private property. The inventory will have an accurate description of each property item, to include quantity, size, color, common name of item, the manufacturer's name, model, style type and serial number, as well as the date and location where the item was found. Space should also be provided on the inventory for the rightful owner to sign for the property.

2.2. Store and account for all lost and found property under their control to prevent pilferage and deterioration. Personal toiletry articles, cosmetics, and used or soiled personal items do not require storing and should be discarded, but must be placed on the inventory listings for accountability purposes.

2.3. Advertise lost and found personal property in the base paper, base bulletin, and any other media possible in an attempt to locate property owners or their next of kin.

2.4. Post a notice or a sign in plain view at facilities where the private property was acquired informing potential owners where their property can be claimed.

2.5. Release lost and found property to rightful owners with reasonable proof of ownership, such as receipts, photographs, or an accurate description of the item. For accountability purposes claimants will sign for their property on the prepared inventory, and include their full name, rank (if applicable), unit, duty phone, and the date of retrieval.

2.6. Relinquish any unclaimed lost and found private property items to the

341 SFS/SFOI once the property has been held and advertised by the holding agency for at least 30 days. The completed property inventory must accompany the property at the time of turn in at 341 SFS/SFOI.

2.7. Money and other negotiable securities will immediately be turned over to security forces.

3. Security Forces. Security Forces will establish accountability procedures and provide safekeeping for all abandoned, lost, or unclaimed property under their custody.

3.1. Notify the Base Property Disposal Board concerning the disposition of the acquired property and assist in locating the owner of the property or their next of kin.

3.2. Dispose of any unclaimed property in accordance with final disposition instructions provided by the Base Property Disposal Board.

4. Base Property Disposal Board. Upon notification by security forces, the board will comply with procedures outlined in DoD 4160.21M.

4.1. Examine the property and prepare a dated inventory, including an estimated fair market value for each item.

4.2. Provide 341 SFS/SFOI with final disposition instructions for unclaimed private property.

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Commander