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**AFI 31-206, 1 August 2001, is supplemented as follows:** (This publication does not apply to Air National Guard and United States Air Force Reserve Units). The OPR for this supplement is AMC/SFOS (TSgt James Watkins). **The OPR for this supplement is AMC/SFOS (TSgt James Watkins).**

***SUMMARY OF REVISIONS***

This supplement realigns paragraph numbering with Air Force Instruction 31-206, dated 1 August 2001. It **adds** protection requirements for blank credentials; requirements for marking evidence; physical security requirements for evidence storage rooms; guidance concerning found property; and the submission date for DD Form 2563, **Department of Defense Right to Financial Privacy Act Report**, to HQ AMC/SFOS. It also **clarifies** the appointing official for drug evidence disposal witness. A “|” **indicates revised material since the last edition.**

2.2.2. When the CSF issues credentials to unqualified investigators, every effort should be made to send the individual to an acceptable school within 18 months of issuance.

2.2.3.2. Store unissued credentials in a locked, steel filing cabinet.

2.4. Routine wear of a concealed weapon is prohibited. The CSF must specifically authorize the carrying of a concealed weapon based on the threat to the investigator.

2.6.1.2. When sealing evidence in bags or containers, ensure ID marking appears on both the seal/tape and the container (ID should overlap seal/tape and container so the seal/tape could not be removed without disturbing the ID mark).

2.6.1.4. Use a permanently bound logbook with consecutively numbered pages to record property transactions. Do not remove pages from the log. Property is entered into the log when received by the property custodian and entries are made in the log for each subsequent transaction, including final disposition. All

entries must be in ink. Correct errors by lining through the error and initialing the change. Recommended format for logbooks is:

Item number

Report Number

Date received

Complainant or Subject

Seized or obtained from

Seized or received by

Tag number

Description of item

Location of item; e.g., shelf, bin number

Transaction date

Transaction description

Signature of person accepting or destroying property

2.6.1.5. As a minimum, ensure your evidence storage rooms meet the following standards, in addition to the requirements of AFI 31-101, *The Air Force Installation Security Program*:

2.6.1.5.1. (Added) Doors shall be solid hardwood or laminated wood of at least 1 3/4-inch thickness. Door hinges shall be located on the interior of the evidence storage room or welded, peened or braided to prevent removal.

2.6.1.5.2. (Added) Windows and other openings should be kept to a minimum. Windows should be no larger than the evidence storage lockers. If so, the lockers should be lag-bolted to the wall with the bolt heads inside the locking compartment. Windows should be covered with blinds and curtains to prevent view of contents from the outside.

2.6.1.5.3. (Added) The walls, floor, and roof construction of secure rooms must be of permanent construction materials; i.e., plaster, gypsum wallboard, metal panels, hardboard, wood, plywood, or other materials offering resistance to, and evidence of unauthorized entry into the area. Walls shall be extended to the true ceiling and attached with permanent construction materials.

2.6.1.7. Secure controlled substances (other than residue and paraphernalia) in a GSA-approved Class 5 safe.

2.6.1.7.1. Weigh evidential or contraband drugs upon receipt and upon release or disposal. Record the weight on the AF Form 52. The balance scales used for this measurement should be calibrated according to the technical orders for that equipment.

2.6.1.7.2. The CSF must designate, in writing, drug evidence repositories and primary and alternate custodians.

2.6.1.8. Security forces organizations must specify the frequency of property inventories in a local operating instruction or regulation. A security forces management representative will authenticate the inventory. When conducting the inventory, review written records, to include previous audits or source documents against on-hand or disposed evidence. Source documents include the AF Form 52 and the evi-

dence ledger. Final disposal entries in the ledger must be verified by comparing them to the AF Form 52 filed in the Reports and Analysis Section. During the inventory, the evidence custodian ensures that all entries are correct as of the last entry. When the inventory is completed, the incoming custodian will assume responsibility for all evidence by signing a statement in the front of the evidence logbook, reflecting the change in custody.

2.6.1.9. The primary or alternate evidence custodian is responsible for destroying drug evidence. Witness appointment authority will not be delegated below group commander level. The witness will not be assigned to Security Forces and should not be the same person consecutively. Annotate the method of how the evidence was destroyed. When coordinating with the staff judge advocate (SJA) for final disposition of evidence, the following guidelines are recommended:

2.6.1.9.1. (Added) After a case/investigation is completed, evidence/confiscated property shall generally be returned to its rightful owner. All such releases shall be coordinated with the installation staff judge advocate (SJA), who will make a determination as to whether the property is contraband (e.g., ownership is illegal) and whether the property should be released. The SJA shall consult applicable federal, state, and local laws, including but not limited to 18 U.S.C. 924 and 930. If the property is a weapon, and the owner is alleged to have violated state or local law as well as committing an offense within exclusive federal jurisdiction, it may be appropriate to transfer control of the weapon to state or local police once federal action is complete. Such action shall be coordinated through appropriate state and local law enforcement officials.

2.6.1.9.2. (Added) All contraband items not turned over to civilian law enforcement agencies, such as illegal drugs and weapons, will be destroyed.

2.6.1.11. (Added) The sensitive nature of evidence and acquired property require it to be secured at all times. The following characteristics are recommended for a functional evidence or property room:

2.6.1.11.1. (Added) The room design should allow for construction of bins and shelves for orderly arrangement of evidence and acquired property, or placement of security filing cabinets or safes. Evidence must be physically separated from abandoned or found property if located within the same room.

2.6.1.11.2. (Added) The overall capacity of the room must be adequate to accommodate the normal amount of evidence and acquired property handled by the organization.

2.6.1.11.3. (Added) A refrigerator must be available to store perishable or unstable items.

2.6.1.11.4. (Added) Secure classified material that is gathered as evidence IAW AFI 31-401, *Information Security Program Management*.

2.7. The installation commander will determine when security forces will accept lost, found, or acquired property from other units or agencies. Local policy will be developed and published in applicable OIs, regulations, or supplements. Included in the local policy will be disposition actions, to include timelines and diligent inquiries media (e.g., base newspapers, e-mails, electronic bulletin boards, etc.).

2.7.4. The minutes of the property disposal board will list all property presented to the board. The board will examine the property and prepare a written and dated inventory of all property, and include an estimated fair market value of each item. The installation commander may authorize contracting with a civilian towing company to have abandoned privately owned vehicles (APOV) removed from the installation at no cost to the Air Force, or to sell APOVs outright. The installation legal office shall review the proposed disposition of property recommended by the property disposal board to insure all legal requirements are satisfied.

2.12.6. If the subject is a minor and a military dependent, security forces investigators will release the minor to his/her sponsor, parent(s), or other responsible adult. Military dependent spouses, who are “subjects” of investigations, will be released to their sponsor. When sponsors are not available for direct hand-off (e.g., deployment, etc.), the sponsor’s commanders, first sergeant, or supervisor will be contacted prior to release.

2.12.7. Subjects, who are Air Force personnel and appear emotional or distraught following any criminal investigative interview, should not be allowed to depart alone. Release such subjects to their commanders, first sergeants, supervisors, or their designees, so proper counseling support can be provided. The term “Air Force personnel” includes active duty, DAF civilians, and members of the air reserve component. In the context of this paragraph, the term “subject” is defined as “a person about which credible information exists that would cause a reasonable person to suspect the person may have committed a criminal offense, or otherwise make a person the object of a criminal investigation.”

2.21.7.1. Submit unit reports on the collection of financial information on DD Form 2563, **Department of Defense Right to Financial Privacy Act Report**, to HQ AMC/SFO no later than 15 January each calendar year.

2.22.4. (Added) All investigators and security forces leadership must review annually, the policies contained in DODI 5505.8, *Investigations of Sexual Misconduct by the Defense Criminal Investigative Organizations and Other DOD Law Enforcement Organizations*; and AFI 31-206, paragraph 2.22., *Investigation of Sexual Misconduct*. Document this review locally.

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