

**BY THE ORDER OF THE COMMANDER,
436TH AIRLIFT WING**



**DOVER AIR FORCE BASE
INSTRUCTION 31-205**

12 DECEMBER 2003

Security

**LOST, ABANDONED, OR UNCLAIMED
PRIVATELY OWNED PERSONAL PROPERTY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 31-2, *Law Enforcement*. It establishes the Property Disposal Board (PDB) and outlines the responsibilities and procedures by which lost, abandoned or unclaimed privately owned personal property is processed in accordance with Chapter 1, DOD 4160.21M, *Defense Reutilization and Marketing Manual*, AFI 31-204, *Motor Vehicle Traffic Supervision*, and AFI 31-201, *Security Forces Standards and Procedures*. It is applicable to all units on base that come in possession of lost, abandoned, or unclaimed privately owned, personal property as well as positions identified in the following paragraphs.

SUMMARY OF REVISIONS

This document is completely revised and must be reviewed in its entirety.

1. Terms Explained:

1.1. Abandoned Private Property. Any privately owned personal property which has come into the possession, custody, or control of any agency or activity of DOD through loss or abandonment, and which is unclaimed by the owner. This definition includes, but is not limited to vehicles, personal effects, baggage, household goods, and military clothing.

1.2. Property Disposal Board (PDB). A board of officers, NCOs, or civilians appointed by the installation commander while assigned to Dover AFB (voting members) charged with the responsibility for disposing of abandoned private property.

2. General:

2.1. Every reasonable effort is made to locate and return property to the rightful owner or their representative.

2.2. Property is safeguarded against pilferage or deterioration for the required time during which the owner may claim it.

2.3. Proper documentation regarding disposition is on file in the event any future claim for such property is made against the government.

3. Responsibilities:

3.1. Any DOD agency or activity located on Dover AFB is responsible for the protection and proper processing of abandoned privately owned property which has come into its possession.

3.2. The 436th SF Investigations Section NCOIC is responsible for identifying and impounding privately owned vehicles that have been identified as abandoned on base. This position, or designated representative, also serves as permanent recorder of the Dover AFB PDB.

3.3. The 436th Security Forces Investigations Section is responsible for contacting the towing contractor who will tow all vehicles that are considered abandoned or in violation of the base traffic code.

4. Property Disposal Board Composition and Procedures:

4.1. Board Composition. The board is comprised of two voting members and consists of officers, NCOs, and civilians occupying the following positions on a permanent basis.

4.1.1. The Chief, Security Forces or designated representative-recorder (non-voting). The recorder prepares the minutes IAW AFMAN 37-126, Preparing Official Communications. All individual items are carried as "open" on the minutes until disposition is complete. The installation commander or designated representative approves the minutes.

4.1.2. Two voting members appointed by the installation commander will serve until PCS/Retirement or relieved by the MSG/CC while assigned to Dover AFB. The appointment will rotate through all non-tenant organizations on base not prohibited from voting by regulations. The senior voting member serves as chairperson. It is the responsibility of the individual serving in a voting capacity, at least 45 days prior to the expiration of his/her term, to advise the installation commander to appoint a new organization representative. Do not appoint personnel that are subject to frequent TDY to this board.

4.2. Board Procedures. The board convenes as needed or at least quarterly to review efforts to identify property owners, inventory property acquired since the last meeting, and determine disposition.

5. Processing Abandoned Private Property Procedures:

5.1. Other Abandoned Private Property.

5.1.1. When abandoned privately owned property comes into possession of an activity (except the passenger terminal) and the owner cannot be determined or located, release the property to Security Forces for disposition through the PDB IAW this directive, DOD 4160.21M, AFI 31-201, and AFI 31-204. Release or dispose of property which comes into the passenger terminal possession IAW AMC Regulation 76-1, Chapter 15, Air Transportation - Baggage, and the PDB.

5.1.2. When referred to the PDB, property is accompanied by a complete and dated inventory as well as any available information pertaining to the property.

5.1.3. Refer abandoned property that comes into Security Forces possession based on security considerations and availability or suitability of storage space to DRMO for storage.

5.2. General Procedures for All Types of Property.

5.2.1. Upon receipt of all information pertaining to an item, the PDB initiates actions prescribed by DOD 4160.21M.

5.2.2. The Security Forces representative-recorder provides the PDB with pertinent information at each scheduled board meeting.

5.2.3. DRMO notifies the board of disposition action taken.

6. Release Of Private Property To Owner:

6.1. If an owner or designated representative of private property desires to claim their property, they must furnish proof of ownership to Security Forces who notifies DRMO to release the property and secure a receipt. The receipt becomes part of the permanent case file.

7. Release Of Found Property To Finder Procedures:

7.1. Private property (to include currency and negotiable instruments) turned into Security Forces is processed to determine original ownership. SF Controller should use all means available to locate the rightful owner of the property. If owner cannot be identified, release property to the property custodian. Chain of custody will be maintained until property is released to the property custodian.

7.2. If identified owner no longer lives in the area, the property custodian will forward a certified letter to the owner's last known address stating disposition action. One copy of the letter and returned certified mail receipt is retained in SFOI files attached to an AF Form 52 itemizing the property. If owner does not claim property within 45 days after the letter is received, release the item to the property disposal board for disposition.

7.3. When a diligent effort by property custodian to identify the owner, heirs, next of kin or legal representative meets with negative results, release property to the finder provided he/she was not on-duty or working in an official AF capacity. If the finder does not want the property, release the item to the property disposal board at the next scheduled meeting. If the value exceeds \$300, hold it for 45 days after the date it is received. After 45 days release the item to the property disposal board at the next meeting.

7.4. If there is any question on government employee status, Security Forces will coordinate with the Civilian Personnel Flight and Military Personnel Flight for final determination.

8. Deviations:

8.1. Any deviations from this policy and procedures outlined in DOD 4160.21M, AFI 31-201, and AFI 31-204 of this instruction require approval of the 436 AW/CC.

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