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Security

**LOST, ABANDONED, OR ACQUIRED
PROPERTY**



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This instruction implements AFD 31-2, *Law Enforcement*, DOD Manual 4160-21, *Defense Reutilization and Marketing Manual* and AFI 31-206, *Security Forces Investigations*. It identifies uniform procedures for processing and disposing of lost, abandoned or unclaimed private property within the limits of Travis AFB and auxiliary facilities that come into the custody or control of the Air Force. It pertains to 60th Air Mobility Wing, tenant and reserve units.

SUMMARY OF REVISIONS

This revision changes Travis Air Force Base instruction title from Unclaimed to Acquired Property. The instruction provides further guidance and instructions for 60th Security Forces Squadron Investigation Section (60 SFS/SFOI) and for all organizations required to hold property. Further, the term Abandoned Property Board (APB) has been changed to Abandoned Property Disposal Board (APDB). It also specifies a retention period for property and mandates a quarterly APDB meeting.

1. General:

1.1. The overall intent of the above referenced directives and this instruction is to ensure that every reasonable effort is made to locate and return the property to its rightful owner or representative; that property is stored and safeguarded for the required period of time during which it may be claimed by the owner; and that proper documentation regarding disposition is on file in the event a future claim for such property is made against the government. Security Forces will generally not take custody of property (except high value items and weapons) left with other agencies to include personal property left in and around barracks, exchanges and commissaries.

1.2. The following will maintain facilities for the purpose of receiving, storing, and safeguarding lost, abandoned or acquired property, as indicated:

1.2.1. 60th Aerial Port Squadron (60 APS - passenger service) - Accompanied baggage and property found on aircraft or in the terminal area.

1.2.2. 60th Services Squadron (60 SVS) - Personal effects from billeting/lodging areas, gym/bowling/golf lockers or Equestrian Center tack rooms.

1.2.3. David Grant Medical Center (DGMC) - Personal effects from the hospital area.

1.2.4. Unit Commanders - Personal effects of AWOL personnel.

1.2.5. 60 SFS/SFOI - High value items, vehicles, firearms and other miscellaneous property turned in from organizations not specified in this paragraph.

1.2.6. Army Air Force Exchange Services (AAFES) - personal effects from all AAFES facilities.

1.3. Each commander listed above will provide the president of the APDB and 60 SFS/SFOI a list of primary and alternate points of contact for their receiving activity. These lists will be maintained on file with 60 SFS/SFOI.

2. Responsibilities:

2.1. Abandoned Property Disposal Board. The Support Group Commander will appoint an officer and NCO to act as the APDB. The officer will be the president of the board; the NCO will perform these duties during the president's absence.

2.2. Security Forces, in coordination with the board president, will schedule meetings at least quarterly to dispose of property in a timely manner after its retention period. Security Forces will perform duties as board recorder.

2.3. Receiving activities are responsible for accomplishing the duties of the APDB within their own activities in accordance with referenced directives and this instruction subject to inspection and control by the APDB. They will establish internal procedures to assure compliance with this instruction. (Representatives from the activities are not members of the APDB.)

3. Procedures:

3.1. Property identified as lost, abandoned, or acquired will be delivered to or picked up by the appropriate activity shown in Paragraph 3.3. The date property is placed in the appropriate activity's custody will be considered as the date the case is referred to the APDB.

3.2. When lost, abandoned, or acquired property is received by the appropriate activity, the activity board member will ensure compliance with the following:

3.2.1. Examine and inventory property, take action to safeguard the property and make every effort to determine the name and address of the owner. In determining the owner name of a vehicle, 60 SFS/SFOI will request the assistance of the Department of Motor Vehicles in the state last licensing the vehicle.

3.2.2. Maintain an inventory list of all items on hand including description of property (serial number if available), date and time of receipt where property was found, and name of the owner if known. During board meeting each activity will provide a complete list of all property being disposed of to the APDB President.

3.3. After the retention period of 45 days (60 days for vehicles) property will be considered eligible for disposition and will be referred to the APDB by forwarding a request for disposition along with necessary documentation to the 60 SFS/SFOI. The APDB will meet to consider such action at the request of any board member. As a minimum, a member of the board, a representative from the facility holding the property being considered, and the recorder must be present to meet the requirements for a board.

3.4. The APDB may choose to dispose of the property in the following manners:

3.4.1. Turn into the Defense Reutilization and Marketing Office (DRMO) by means of DD Form 1348-1, **Single Line Item Release/Receipt Document** in four copies, accompanied by an inventory list or other disposition as directed by the APDB. Document numbers will be obtained from the APB recorder who will maintain a register for this purpose. The DRMO will receipt for the property on DD Form 1348-1.

3.4.2. Donate the item(s) to a nonappropriated funds instrumentally (NAFI), for example, the auto hobby shop.

3.4.3. Donate the item(s) to a military or private charity, for example, Airman's Attic or The Salvation Army.

3.4.4. As otherwise directed for example, destroy; convert to government use or through no cost contract with local businesses/agencies (for disposal of abandoned vehicles).

3.5. 60 SFS/SFOI personnel will ensure all unclaimed firearms are demilitarized (by cutting, welding, etc.). All major assemblies will be demilitarized to preclude reuse or reassemble with other parts.

4. Release Of Property To Owner:

4.1. If owners of property or their representative desire to claim their property, they must furnish proof of ownership. When ownership is established, the APDB member will release the property to the owner and secure a receipt. The owners must pay an additional reasonable government towing fee when their vehicle has been impounded by Security Forces, using government towing, before the vehicle is released. If the vehicle was towed by a civilian towing service, the owner must pay the required payment before receiving the vehicle. The civilian towing fee is dictated by the civilian towing service and is a private issue between the owner and the towing service.

4.2. Upon release of the vehicle, Security Forces will initiate a DD Form 1131, **Cash Collection Voucher**, charging fund cite number 57X6001.0027380100, if there is a government towing fee and forward to the Defense Accounting Officer. The release receipt will become a part of the receipt pickup file.

4.3. If the property is in the DRMO, it will be withdrawn by the board and returned to the owner. If the property has been sold the claimant will be referred to the General Accounting Officer (GAO) in accordance with DODM 4160-21.

5. **Adopted Forms:** DD Form 1131, DD Form 1348-1.

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Director of Wing Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 31-2, *Law Enforcement*

AFI 31-206, *Security Forces Investigations*

DODM4160-21, *Defense Reutilization and Marketing Manual*