

**BY ORDER OF THE
THE COMMANDER HEADQUARTERS
81ST TRAINING WING (AETC)**

**KEESLER AIR FORCE BASE
INSTRUCTION 31-201**

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Security

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 31-2, *Law Enforcement*, and prescribes procedures and responsibilities for reporting, safekeeping, and disposing of lost, abandoned, or unclaimed personal property, including vehicles. It applies to all assigned, attached and/or associate units supported by the 81st Training Wing at Keesler AFB MS, including Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise. Security Forces Investigation (SFOI) Section is the point of contact for any questions pertaining to this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

Changed the time regarding towing of abandoned vehicles. Corrected minor administrative errors. A asterisk (*) indicates changes from previous edition.

1. General:

- 1.1. Security Forces Investigations is the holding activity for lost, abandoned or unclaimed property:

- 1.1.1. Acquired by Security Forces,
- 1.1.2. When the owner is identifiable,
- 1.1.3. Consisting of funds when there is US currency over \$25.00, or
- 1.1.4. Valued at or above \$300.00.

1.2. Civilian towing companies which have been designated through a no-cost contract agreement maintain storage areas for vehicles which are lost, abandoned, unclaimed, or impounded.

1.3. The Transportation Division (81 TRNS/LGTTC) monitors the disposition of lost, abandoned, or unclaimed property in the hands of commercial carriers. When storage at government expense expires, 81 TRNS notifies the appropriate carrier. The carrier is responsible for disposition of the property.

1.4. All unit dormitory managers are responsible for disposing of lost, abandoned or unclaimed property that does not fall within those categories listed in paragraph 1.1 found within their dormitory.

1.5. Personal property lost, abandoned, or left unclaimed at any VOQ/VAQ/TLF facility is disposed of by 81 SVS/SVMZ. 81 SVS/CC designates a holding activity for any lost, abandoned or unclaimed property that does not fall within those categories listed in paragraph 1.1 found at all other SVS facilities.

1.6. The Keesler Medical Center Information Desk is the holding activity for lost, abandoned or unclaimed personal property that does not fall within those categories listed in paragraph 1.1 found within the medical facility.

1.7. Property lost, abandoned or left unclaimed within AAFES facilities is maintained and disposed of by the AAFES Security Manager.

1.8. The Commissary Officer designates a holding activity for lost, abandoned or unclaimed property found within the Commissary.

2. Procedures:

2.1. Property Disposal Board:

2.1.1. The 81st Mission Support Group Commander, upon request of the Chief, Security Forces, appoints a board of one or more NCOs, officers or civilians to discharge the responsibilities outlined in DOD 4160.21-M, *Defense Materiel Disposition Manual*, Chapter 8. Base Property Disposal Office and Security Forces personnel cannot serve on the board.

2.1.2. Property Disposal Board Members will:

2.1.2.1. Become familiar with applicable directives and operating instructions.

2.1.2.2. Act as the Mission Support Group Commander's representative and liaison with the various holding activities and base legal office.

2.1.2.3. Ensure required actions are completed to safeguard property, return identifiable property, and dispose of other property in the possession of the holding activities.

- 2.1.2.4. Review logs and inventories maintained by the various holding activities.
 - 2.1.2.5. Provide written disposition instructions, estimate the current fair market value of the property, and sign the property inventories.
 - 2.1.2.6. Notify and coordinate the appointment of replacement board member with the Security Forces prior to PCS of any board member.
- 2.1.3. Disposition Instructions:
- 2.1.3.1. Identifiable Property - Holding activities receiving identifiable property (ID cards, drivers licenses, checkbooks, credit cards, etc.) with either full name, social security number or address, must attempt to contact the owner. If the owner can be contacted, the property will be returned in person or by certified mail. Annotate the inventory with the name or certified mail number when the property is returned to owner. Do not dispose of identifiable property for at least 45 days, unless released to the owner.
 - 2.1.3.2. High Value Property - Items which the board values at \$300.00 or more are immediately transferred to Security Forces and the activity's log annotated. Security Forces holds property for 45 days from receipt, unless released to the owner.
 - 2.1.3.3. Funds - Release currency and negotiable instruments, including stocks, bonds, and government checks to the Security Forces and annotate the property inventory.
 - 2.1.3.3.1. The Security Forces will release the items to the Base Finance Officer or designated representative via AF Form 52, *Evidence Tag* (restricted to SFS, OSI and ANG SF activities only).
 - 2.1.3.3.2. Security Forces will prepare DD Form 1131, *Cash Collection Voucher*, and file one copy with AF Form 52.
 - 2.1.3.4. Contraband - Narcotics, weapons, hazardous items and other contraband should be released to Security Forces immediately.
 - 2.1.3.4.1. Security Forces maintains property tagged with AF Form 52. Destroy the property by the most effective means available (flushing, burning, demilitarization, etc.). Annotate the method of destruction on AF Form 52.
 - 2.1.3.4.2. A Property Disposal Board member or other disinterested officer or Senior NCO (E-7 and above) witnesses and certifies the destruction of contraband (drugs) on the AF Form 52.
 - 2.1.3.5. Discarded Items - Toilet articles, cosmetics, used/soiled personal items, undergarments, perishable food items, hazardous materials, or items having a value less than \$25.00 as determined by the board of officers shall be disposed of (thrown away) by the holding activity. Include the items on the inventory and action annotated in disposition column.
 - 2.1.3.6. Items of Value - Make a reasonable effort to return property which is not discarded, returned or transferred to Security Forces:
 - 2.1.3.6.1. The holding activity enters a general description and location of the

property in the Keesler Bulletin and KAFB Newspaper, Lost and Found section. Maintain the property for at least one week after publication.

2.1.3.6.2. If the owner(s) contact the activity and can reasonably describe the property, it shall be returned and inventory annotated with the owner's name.

2.1.3.6.3. Property valued at more than \$25.00 is released after at least 45 days and after all attempts to locate the owner. It may be released to any of the following agencies: Defense Reutilization and Marketing Office (DRMO), Base Chaplains, authorized charities, NAFI (Thrift Shop, Auto Hobby, Recreation Supply, etc.). Bicycles must be released to DRMO, NAFI, or to a squadron for official use if the Property Disposal Board authorizes it by letter.

2.1.3.6.4. Property released to DRMO must include a copy of the inventory, a DD Form 1348-1A, *Issue Release/Receipt Document*, and Disposition Letter signed by the Property Disposal Board. The holding activity maintains a copy of all documents. Refer to DOD 4160.21M for further instructions.

2.2. Holding Activities:

2.2.1. The unit commander or designee appoints a property custodian to safeguard, control, and dispose of found property within their activities and implement procedures as required. SFOI will train custodians and provide guidance on preparing documents upon request.

2.2.2. Designate a drawer, closet/locker, or room(s), which can be secured with a lock, for temporarily storing abandoned property.

2.2.3. Personnel will deliver property found, abandoned or unclaimed to the custodian for the activity where it was found. Notify Security Forces immediately in the case of contraband.

2.2.4. The property custodian conducts a preliminary inquiry for a maximum of three days in an attempt to locate the owner of the property.

2.2.4.1. Where the owner has been identified, the property should be returned in person or by certified mail.

2.2.4.2. Where the owner has not been identified within three days, inventory the property and notify the Property Disposal Board.

2.2.5. Complete a typed and dated inventory listing the number and general description of all property held by the holding activity.

2.2.6. The Property Disposal Board member annotates the disposition instructions and value for each item (may be handwritten). Sign the inventory, disposition letter, and/or other documents.

2.2.6.1. Identifiable, high-value property and funds which were not returned to the owner after three days are transported to the Security Forces Investigations Section.

2.2.6.2. Inventory discardable items, and maintain them for at least three days. Destroy the property after the Property Disposal Board determines an item is discardable.

- 2.2.6.3. Dispose of remaining items of value per instructions of the Property Disposal Board as annotated on the inventory sheet.
- 2.2.7. The holding activity publicizes the remaining items of value in their possession for one week in the Keesler Bulletin and KAFB Newspaper prior to final disposition.
- 2.2.7.1. Return identifiable property to the owner and annotate inventory sheet with owner's name.
- 2.2.7.2. Dispose of remaining property IAW Property Disposal Board instructions as annotated on the inventory sheet.
- 2.2.8. When property is transferred to salvage (DRMO), prepare DD Form 1348-1A, *Issue Release/Receipt Document*, a copy of the inventory, and a Disposition Letter signed by the Property Disposal Board.
- 2.3. Privately Owned Vehicles:
- 2.3.1. The Chief, Security Forces, appoints a primary property custodian.
- 2.3.2. Security Forces periodically survey the installation to identify abandoned vehicles.
- 2.3.3. The Chief, Security Forces; Operations Officer/Superintendent, or the Noncommissioned Officer in Charge, Security Forces Investigations, on behalf of the 81st Mission Support Group Commander, may order the impoundment of an abandoned vehicle.
- 2.3.4. Procedures for impoundment of vehicles: Upon the issuance of an abandoned vehicle notice, the following procedures apply:
- 2.3.4.1. Allow three working days for the owner to respond to the reporting instructions on the back of the abandoned vehicle notice.
- 2.3.4.2. After the allotted time has expired, the Security Forces attempts to identify the owner or lien holder through the National Crime Information Center (NCIC) and DD Form 2220, *DOD Registered Vehicle*.
- 2.3.4.3. If the owner can not be identified or located, Security Forces Investigations contacts the appropriate civilian towing company to arrange for the vehicle to be towed to their impoundment area.
- 2.3.4.4. Once the vehicle has been impounded, an entry is made in the SF Blotter stating the make, model, and location from which impounded. Complete a Vehicle Impoundment Report to document the circumstances and condition of the vehicle.
- 2.3.4.5. In the event the owner/lien holder has been identified, a Notice of Vehicle Impoundment is forwarded to him/her stating their vehicle has been impounded by the Security Forces Investigation Section, Keesler AFB, Mississippi (in accordance with AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*) via registered mail. This form will also indicate the towing service storing the vehicle. Advise the owner if no reply is received by the appropriate date (45 days from the date letter is mailed), the vehicle becomes the property of the towing service storing the vehicle. The owner/lien holder may claim the vehicle or release it to the towing service by completing the release on the back of the Notice of Vehicle Impoundment.

2.3.4.6. If the owner cannot be identified, the vehicle becomes the property of the towing service responsible for removing the vehicle 45 days after notification was mailed. **Note:** If the vehicle owner comes forward and wishes to claim the vehicle, he/she must pay towing and storage fees. Do not bring the vehicle onto Keesler AFB if mechanical deficiencies exist. State registration and inspection must also be current.

3. Prescribed and Adopted Forms.

3.1. Prescribed Forms.

No prescribed forms.

3.2. Adopted Forms.

DD Form 1131, *Cash Collection Voucher*

DD Form 1348-1A, *Issue Release/Receipt Document*

DD Form 2220, *DOD Registered Vehicle*

AF Form 52, *Evidence Tag* (restricted to SFS, OSI and ANG SF activities only).

PAUL F. CAPASSO
Brigadier General, USAF
Commander, 81st Training Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DOD Manual 4160.21M, *Defense Materiel Disposition Manual*, August 1997

AFPD 31-2, *Law Enforcement*, 6 May 1994

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000

AFI 31-206, *Security Forces Investigations Program*, 1 August 2001

AFMAN 37-123, *Management of Records*, 31 August 1994

Air Force Records Disposition Schedule (RDS)

Abbreviations and Acronyms

AAFES – Army & Air Force Exchange Service

ANG – Air National Guard

DRMO – Defense Reutilization and Marketing Office

IAW – In Accordance With

ID – identification

NCIC – National Crime Information Center

NCOIC – noncommissioned officer in charge

OSI – office of special investigation

PCS – permanent change of station

POV – privately owned vehicle

RDS – Records Disposition Schedule

TLF – Temporary Lodging Facility

TRNS – Transportation Squadron

VAQ – Visiting Airmen Quarters

VOQ – Visiting Officer Quarters

Terms

Abandoned or Unclaimed Privately Owned Vehicles (POVs)— POVs in the custody or control of a civilian towing service. Vehicles temporarily impounded as abandoned are those identified by Security Forces for one or more of the following: Improper Base/State Registration, inoperable, missing parts/equipment and a reasonable belief that the vehicle is abandoned, along with the failure to respond within 72 hours to an abandoned vehicle notice placed on the vehicle.

Holding Activity— The organization which stores and safeguards lost, abandoned, or unclaimed property.

Inventory— Any holding activity identified in paragraph 1 holding lost, abandoned, or unclaimed property maintains a log which includes the date the property was received, a description, the date the property is released and to whom it is released. The inventory must consist of a complete accounting of the property on hand as compared to the log.

Lost, Abandoned, or Unclaimed Personal Property— Personal property in the possession, custody, or control of a government agency which is unclaimed by the owner. Property is considered abandoned after efforts to locate its owners, their heirs, next of kin, or legal representative are unsuccessful.

Property Disposition Board— A board of one or more noncommissioned officers, commissioned officers, and/or civilians appointed to conduct inquiries to determine ownership and disposition of lost, abandoned, or unclaimed property.