

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AFB INSTRUCTION 31-216

30 APRIL 2013



Security

**LOST, ABANDONED OR UNCLAIMED
PERSONAL PROPERTY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 56 SFS/S2I

Certified by: 56 SFS/CC
(Maj Sean R. Gibbs)

Supersedes: LUKEAFBI 31-206, 18 April
2007

Pages: 12

This instruction references DoD Manual 4160.21M, *Defense Material Disposition Manual*. This instruction prescribes procedures and responsibilities for reporting, safekeeping, and disposing of lost, abandoned, or unclaimed personal property on Luke Air Force Base (AFB). It applies to all personnel assigned or attached to the 56th Fighter Wing (FW), including tenant units. This publication does not apply to all Air Force (AF), Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. The 56th Security Forces Squadron Investigations Section (56 SFS/S2I) is the point of contact for any questions pertaining to this instruction. 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. 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).

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. Changes include: renamed publication from LUKEAFBI 31-206 to LUKEAFBI 31-216, added Attachment 4, updated formatting, squadrons and office symbols along with OPR requirements. Added paragraph 4.1., requiring units to provide parking wardens. Added ability for parking wardens to initiate abandoned vehicle notices. Added Attachment 5, Parking Warden Delegation Letter.

1. General.

1.1. **Property:** 56 SFS/S2I is the holding activity for lost, abandoned, unclaimed property, or contraband that would fall under the following categories:

- 1.1.1. Acquired by security forces.
- 1.1.2. Funds or negotiable instruments (including stocks, bonds, government checks, etc.).
- 1.1.3. Property valued at or above \$300.
- 1.1.4. Weapons, dangerous instruments, or hazardous materials.
- 1.1.5. Government property.
- 1.1.6. Narcotics or dangerous drugs.
- 1.1.7. All military identification cards and restricted area badges.

1.2. **Impound Lot:** The impound lot for Luke AFB is the designated storage area for vehicles seized by security forces and Air Force Office of Special Investigation (AFOSI) for evidentiary purposes. 56 SFS/S2I operates and controls the impound lot. Abandoned vehicles will be handled in accordance with (IAW) paragraph 4.

1.3. **56th Logistics Readiness Squadron (LRS):** 56 LRS will turn in all lost, abandoned, or unclaimed property, based off of the categories in paragraph 1.1. found on government or contracted vehicles, commercial carriers, or shuttles into security forces. Items not falling under paragraph 1.1. will be retained by 56 LRS as lost, abandoned, or unclaimed property and will be disposed of after 45 days IAW paragraph 3 of this instruction.

1.4. **Consolidated Dormitory Manager Office (CDMO):** CDMO is responsible for disposing of lost, abandoned, or unclaimed property found within the dormitory areas (that does not fall within those categories listed in paragraph 1.1.). Items will be maintained for 45 days, after which time they will be disposed of IAW paragraph 3 of this instruction.

1.5. 56th Force Support Squadron (FSS).

1.5.1. 56th Force Support Squadron, Lodging Administration Section: 56 FSS/LAS will dispose of personal property lost, abandoned, or left unclaimed (that does not fall within those categories listed in paragraph 1.1.) at any Visiting Officer Quarters (VOQ), Visiting Airmen Quarters (VAQ), or Temporary Lodging Facilities (TLF). 56 FSS/CC will designate a holding activity for any property (that does not fall within those categories listed in paragraph 1.1.) found at all other FSS facilities (i.e., base gyms, athletic fields, dining facilities, clubs, etc.). Items will be maintained for 45 days, after which time they will be disposed of IAW paragraph 3 of this instruction.

1.5.2. 56th Force Support Squadron, Facility Management: 56 FSS/Command Section is the holding activity for property found within Building 1150 (that does not fall within those categories listed in paragraph 1.1.). Items will be maintained for 45 days, after which time they will be disposed of IAW paragraph 3 of this instruction.

1.6. **56th Medical Group (MDG), Facility Management:** 56 MDG/SGSLF is the holding activity for property found within all medical group facilities (that does not fall within those

categories listed in paragraph 1.1.). Items will be maintained for 45 days, after which time they will be disposed of IAW paragraph 3 of this instruction.

1.7. Army and Air Force Exchange Service (AAFES): The AAFES General Manager will designate a holding activity for property lost, abandoned, or left unclaimed within any AAFES facility (that does not fall within those categories listed in paragraph 1.1.). Items will be maintained for 45 days, after which time they will be disposed of IAW paragraph 3 of this instruction.

1.8. Commissary: The Cashier's Office will hold property found within the commissary (that does not fall within those categories listed in paragraph 1.1.). Items will be maintained for 45 days, after which time they will be disposed of IAW paragraph 3 of this instruction.

2. Procedures.

2.1. Property Disposition Board:

2.1.1. The 56 FW/CC, upon request of the Defense Force Commander (DFC), appoints a board of one or more commissioned officers, noncommissioned officers, or civilians to discharge the responsibilities outlined in DoD 4160.21-M Chapter VIII, paragraph 40f.

2.1.2. Property Disposition Board members will serve a term of one year or until permanent change of station (PCS), whichever comes first.

2.1.3. Personnel within the 56th Security Forces Squadron and those personnel affiliated with the Defense Reutilization and Marketing Office (DRMO) cannot be on the board.

2.2. Property Disposition Board members will:

2.2.1. Become familiar with applicable publications.

2.2.2. Act as the 56 FW/CC's representative and liaison with the various holding activities and base legal office.

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

2.2.4. Review logs and inventories completed by the various holding activities.

2.2.5. Provide written disposition instructions, estimate the current fair market value of the property and sign property inventories.

2.2.6. Notify and coordinate the appointment of replacement board members with security forces prior to PCS of any board members.

2.3. Holding Agencies.

2.3.1. Unit commanders or designee will appoint an abandoned property custodian to safeguard, control, and dispose of found property within their activities and implement procedures as required. 56 SFS/S2I will train custodians and provide guidance on preparing documents, upon request.

2.3.2. Unit commanders or designee will designate a drawer, closet, locker, or room, which can be secured with a lock, for temporary storage of abandoned or found property. Ensure limited access to the storage area is maintained.

2.3.3. Personnel in units that routinely deal with found, abandoned or unclaimed property will immediately deliver this property to the custodian for the activity.

2.3.4. The abandoned property custodian will:

2.3.4.1. Maintain a logbook of all found, abandoned or unclaimed property found at their agency. This log will include the receiving date of property, a brief description of the property, release date of property, and to whom the property was released.

2.3.4.2. Use diligent efforts for 45 days to attempt to locate the rightful owner of all found property.

2.3.4.3. Return found property to the owner, when identified, in person or by certified registered mail.

2.3.4.4. Notify the Property Disposition Board of the property, when the owner has not been identified, within three days to obtain fair market value of the property.

2.3.4.5. Maintain all found, abandoned, or unclaimed property for the specified time periods set forth in paragraph 3 of this instruction.

2.3.4.6. Obtain disposition instructions from the Property Disposition Board, in writing. All found, abandoned, or unclaimed property will be disposed as set forth in paragraph 3 of this instruction.

2.3.4.7. Complete an inventory of all found, abandoned, or unclaimed property quarterly or upon change of the primary custodian.

2.3.4.7.1. Quarterly inventories will be conducted with one disinterested active duty member in the grade of E-7 or above, signed by both parties, and forwarded to the 56 SFS/CC for review.

2.3.4.7.2. Custodian changeover inventories will be conducted by the person being relieved and the person assuming the duties, signed by both parties, and forwarded to the unit commander for review.

2.3.4.8. Publicize all found, abandoned, or unclaimed property in possession in the Official Base Bulletin and base newspaper's lost and found section prior to final disposition. Abandoned property custodians may post a notice in an accessible location in the facility of all found, abandoned, or unclaimed property held by the agency. Publicizing can satisfy the diligent effort required in paragraph 2.3.4.2, when the property is unidentifiable.

3. Disposition Instructions.

3.1. **Identifiable Property.** Any property that is easily identified belonging to a certain person. Examples include, but are not limited to: identification cards, driver's licenses, checkbooks, credit cards, etc.

3.1.1. Holding activities receiving identifiable property with the owner's full name, social security number, or address will attempt to contact the owner.

3.1.2. If the owner is contacted, the property will be returned as soon as possible, in person, by certified or registered mail.

3.1.3. Holding activities will annotate the inventory logbook with the owner's name or certified or registered mail number when the property is returned to the owner.

3.1.4. When ownership has been determined, but the property is not claimed, the property will be held for 45 days after a Notice of Intention to Dispose of Property letter ([Attachment 2](#)) and a Release of Ownership letter ([Attachment 3](#)) is sent, via registered mail return receipt requested, to the owner's last known address. After this 45-day period, the property will be considered abandoned privately owned property and turned over to the Base Property Disposal Board for disposition ([Attachment 4](#)).

3.2. **High Value Property.** Items, which the Property Disposition Board values at \$300 or more, will be immediately transferred to 56 SFS/S2I. 56 SFS/S2I will dispose of high value property in accordance with DoD 4160.21M.

3.3. **Funds or Negotiable Instruments.** Holding activities will immediately release any currency and negotiable instruments, including stocks, bonds, government checks, etc., to 56 SFS/S2I. The holding activities logbook will be annotated as such.

3.3.1. 56 SFS/S2I will release money to the base finance office or designated representative via AF Form 52, *Evidence Tag*.

3.3.2. 56 SFS/S2I prepares DD Form 1131, *Cash Collection Voucher* and files one copy with the AF Form 52.

3.4. **Contraband.** Holding activities will release narcotics, weapons, hazardous items, and other contraband to 56 SFS/S2I immediately. The holding activities logbook will be annotated as such.

3.5. **Discarded Items.** Toilet articles, cosmetics, used or soiled personal items, undergarments, perishable food and items having no value except to the original owner are excluded from the expanded process for lost, abandoned or unclaimed property. These items will be listed in the activities logbook, but shall be discarded by the activity with such actions annotated in the activities logbook.

3.6. **Unidentifiable Property.** Holding activities will make a reasonable effort to return property, which is not discarded, to the owner or transfer it to security forces by conducting the following procedures below.

3.7. **Releasing Property.** Holding activities will notify 56 SFS/S2I when property is acquired for placement in the Thunderbolt newspaper. The Thunderbolt will list which holding activities has property currently in their possession and a contact number to the appropriate holding activities.

3.7.1. If the owner contacts the activity and can reasonably describe the property, return the property and annotate the logbook with the owner's name.

3.7.2. Release property valued at less than \$300 after 45 days and after all attempts to locate the owner has failed. It may be released to any of the following agencies: DRMO, base chapel, authorized charities, and Nonappropriated Funds (NAF).

3.7.3. Release unclaimed bicycles to DRMO, NAF, or to a squadron for official use if the Property Disposition Board authorizes it by letter.

3.7.4. Property released to DRMO, to include unidentifiable property, must include a copy of the inventory, DD Form 1348-1A, *Issue Release/Receipt Document*, and a finding letter listing the item to be turned in. The holding activity maintains a copy of all documents.

4. Abandoned Vehicles. 56 SFS/S2I will ensure abandoned vehicles on Luke AFB are removed in a timely manner. The DFC is authorized to utilize a civilian contractor to remove and dispose of abandoned vehicles. If a contractor is used, the contractor must comply with the requirements set forth in DOD 4160.21M, AFI 31-218, *Motor Vehicle Traffic Supervision* and AFI 31-206, *Security Forces Investigations Program*, regarding notification and time periods.

4.1. **Parking Wardens.** Squadron commanders will appoint a Parking Warden for the parking lots under their control. (**Attachment 5**)

4.1.1. Security Forces and Parking Wardens are authorized to cite an abandoned vehicle. A DD Form 1408, *Armed Forces Traffic Ticket* and a DD Form 2504, *Abandoned Vehicle Notice* will be completed and placed on the vehicles windshield. The remaining copies of the forms will be turned over to Security Forces Investigations (56 SFS/S2I) personnel NLT the next duty day. To be appointed as a Parking Warden, personnel must complete training with the 56 SFS.

MICHAEL D. ROTHSTEIN
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 31-206, *Security Forces Investigations Program*, 16 September 2009
AFI 31-218, *Motor Vehicle Traffic Supervision*, 22 May 2006
AFMAN 33-363, *Management of Records*, 1 March 2008
DoD Manual 4160.21-M, *Defense Materiel Disposition Manual*, 18 August 1997

Adopted Forms

AF Form 52, *Evidence Tag*, 1 July 1986
AF Form 847, *Recommendation for Change of Publication*, 22 September 2009
DD Form 1131, *Cash Collection Voucher*, 1 December 2003
DD Form 1348-1A, *Issue Release/Receipt Document*, 1 July 1991
DD Form 1408, *Armed Forces Traffic Ticket*, 1 December 1987
DD Form 2504, *Abandoned Vehicle Notice*, 1 May 2000

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service
AF—Air Force
AFB—Air Force Base
AFMAN—Air Force Manual
AFOSI—Air Force Office of Special Investigation
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
ANG—Air National Guard
CC—Commander
CDMO—Consolidated Dormitory Management Office
DD—Department of Defense
DFC—Defense Force Commander
DRMO—Defense Reutilization and Marketing Office
FSS—Force Support Squadron
FW—Fighter Wing
IAW—In Accordance With
LRS—Logistics Readiness Squadron

MDG—Medical Group

NAF—Nonappropriated Funds

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

RDS—Records Disposition Schedule

TLF—Temporary Lodging Facility

VAQ—Visiting Airman Quarters

VOQ—Visiting Officer Quarters

Terms

Holding Activity—Any organization that stores and safeguards lost, abandoned, or unclaimed property.

Lost, Abandoned, or Unclaimed Property—Unclaimed personal property in the possession, custody, or control of a government agency. Also, property 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 commissioned officers, noncommissioned officers, or civilians appointed to conduct inquiries to determine ownership and disposition of lost, abandoned, or unclaimed property.

Found Property Logbook—Any holding activity holding lost, abandoned, or unclaimed property will maintain a log. This log includes the receiving date of property, a description, release date of property, and to whom it was released or disposition of property.

Inventory—A complete listing of all property currently held by the holding activity and a listing of all transaction and dispositions that occurred since the previous inventory. The inventory will also review security and accountability procedures.

Attachment 2

NOTIFICATION OF INTENTION TO DISPOSE OF PROPERTY

Figure A2.1. Notification of Intention to Dispose of Property.

DEPARTMENT OF THE AIR FORCE
56TH FIGHTER WING (AETC)
LUKE AIR FORCE BASE ARIZONA

(DATE)

From - Name: _____
Title: _____
Address: _____
City, State, & Zip _____

To - Name: _____
Address: _____
City, State, & Zip _____

Dear _____

In accordance with *Title 10, United States Code, Section 2575 (10, U.S.C. 2575)*, you are hereby advised that the property listed below will be sold or otherwise disposed of at Luke AFB, AZ, on _____ (45 days after the date of this notification).

Full description of property.

A request for return of the property will be honored, if received before the time specified. Request for return of the property after the specified time shall be honored, only if disposition has not been made. You may make this request by contacting _____ (name and phone number of person responsible for abandoned property).

Sincerely

UNIT COMMANDER
Commander

Attachment 3

RELEASE OF OWNERSHIP

Figure A3.1. Release of Ownership.

DEPARTMENT OF THE AIR FORCE
56TH FIGHTER WING (AETC)
LUKE AIR FORCE BASE ARIZONA.

(DATE)

From - Name: _____
Title: _____
Address: _____
City, State, & Zip _____

To - Name: _____
Address: _____
City, State, & Zip _____

Dear _____

Know all men by these presents that I, _____, do hereby unconditionally give to the United States Government all of my right, title and interest in and to the following described personal property:

Full description of property.

The above personal property of which I am sole and exclusive owner is in the possession of the 56th Security Forces at Luke AFB, AZ. I hereby authorize the United States Government to dispose of said property in any manner it may consider suitable and hereby release and discharge the United States Government and its agents from any and all claims and demands whatsoever by me which could otherwise be asserted because of the disposition of said personal property by any person.

In witness whereof I have hereunto set my hand this day of _____, _____.
Month, Year

Signature of Individual

Acknowledged before me _____ on this day of _____, _____.
(Notary Public) Month Year

Attachment 4
DISPOSITION LETTER

Figure A4.1. Disposition Letter.

DEPARTMENT OF THE AIR FORCE
56TH FIGHTER WING (AETC)
LUKE AIR FORCE BASE ARIZONA

(DATE)

MEMORANDUM FOR PROPERTY DISPOSAL BOARD

FROM: 56 SFS/S2I

SUBJECT: Acquired Property

1. A meeting of the Property Disposal Board was held at Security Forces Investigations, Luke AFB, AZ, in accordance with AFI 31-206.
2. Request disposition instructions on the below listed items which are being held as Found/Acquired Property by the Security Forces Investigations Section.
3. Owners: Unclaimed

NAME, RANK, USAF
NCOIC, SF Office of Investigations

a. The following Item(s) will be destroyed per property disposal board:

| Case Number | Description of Items | Location of Item |
|-----------------------|----------------------------------|------------------|
| XXX-XX Est. Value: | DISRIPTION OF ALL FOUND PROPERTY | FPL |

NAME, RANK, USAF
Property Disposal Board Member

Attachment 5

SAMPLE PARKING WARDEN DELEGATION LETTER

Figure A5.1. Sampler Parking Warden Delegation Letter.

DEPARTMENT OF THE AIR FORCE
56TH FIGHTER WING (AETC)
LUKE AIR FORCE BASE ARIZONA

(DATE)

MEMORANDUM FOR 56 SFS/S3OP

FROM: 56 XX/XXX

SUBJECT: Parking Warden Delegation Letter

1. The following personnel are appointed Parking Wardens for the 56 XXX. They will be responsible for parking lots adjacent to the following buildings: XXXX, XXXX.

| <u>Name</u> | <u>Rank</u> | <u>Office</u> | <u>Phone</u> | <u>SFS Trainer Signature/Date</u> |
|-------------|-------------|---------------|--------------|-----------------------------------|
| | | | | |
| | | | | |

2. The appointed personnel will schedule mandatory training with 56 SFS/S3T at 623-856-7200 prior to assuming duties.

3. Please direct any questions or comments to XXX.

XXXXX, Rank, USAF
 Commander, 56 XXXX

cc:
 56 SFS/S2I
 56 SFS/S5AR