

**BY ORDER OF THE COMMANDER
TRAVIS AIR FORCE BASE**

**TRAVIS AIR FORCE BASE
INSTRUCTION 31-104**



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Security

**LOST, ABANDONED, OR ACQUIRED
PROPERTY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 31-2, *Law Enforcement*, DOD 4160.21-M, *Defense Material Disposition Manual*, and AFI 31-206, *Security Forces Investigations*. It identifies uniform procedures for processing and disposing of lost, abandoned or unclaimed property within the limits of Travis AFB and auxiliary facilities that come into the custody or control of the Air Force. The provisions and requirements in the instruction apply to all 60th AMW, tenant and reserve units assigned to Travis AFB, California. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of per the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This instruction has been completely revised and must be completely reviewed. Major changes include: Deleted requirement for programs with 60 SVS, AAFES and DECA and added 60 CES/CEHD to streamline process and made 60 SFS customer's focal point for lost, abandoned, or acquired property. Changed requirement for quarterly APDB meetings to annually or as needed.

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 property to its rightful owner; 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 take custody of property left with agencies

described below. All other agencies will turn in found property to Security Forces as they receive the property from their patrons.

1.2. The following organizations will establish a lost/found program for the identified property and maintain the facilities necessary to receive, store, and safeguard lost, abandoned or acquired property until this property is released to Security Forces.

1.2.1. 60 APS - Passenger Service. Accompanied baggage and property found on aircraft or in the terminal area. 60 APS will follow the guidelines of AMCI 24-101 V15, *Military Airlift -- Baggage Services*, prior to releasing property to Security Forces. At a minimum, property valued at less than \$25.00 will be maintained for 30 days and property over \$25 will be maintained for 90 days before releasing the property to Security Forces Investigations. Property includes mobility bags, any equipment items such as weapons, COMSEC and related secured phones, and any items affixed with labels that contain stock numbers, nomenclatures, organizations/shop codes with document numbers, and other related information.

1.2.2. David Grant Medical Center (DGMC). Property left during inpatient care will be maintained for at least 45 days. If owner cannot be located within 45 days or item is presumed to be worth over \$500 dollars, property will be immediately released to Security Forces Investigations.

1.2.3. 60 CES/CEHD will ensure each dormitory receiving, storing, and safeguarding lost, abandoned or acquired property within the dormitory rooms or storage areas have custodial procedures in place. All other property found in dayrooms and on the grounds will be released to Security Forces Investigations.

1.3. The commander of the aforementioned facilities will appoint a primary and alternate property custodian in writing and provide appointment letter to 60 SFS/S2I within 30 days of appointment.

1.4. All other units, tenant units and personnel will turn found and abandoned property into the Security Forces Control Center (SFCC) or Investigations.

2. Responsibilities.

2.1. Abandoned Property Disposal Board (APDB). The 60 AMW/CC will appoint an officer and SNCO to serve on the APDB. An officer will be board president and SNCO will act as board member and witness.

2.2. 60 SFS/S2I, Security Forces Investigations. Per APDB president, 60 SFS/S2I will schedule meetings annually, or as needed, to dispose of property and serve as board recorder.

2.3. Property Custodians. Establish internal procedures to ensure compliance with this instruction; see paragraph **3.2.** of this instruction.

3. Procedures.

3.1. Property identified as lost, abandoned, or acquired will be delivered to the respective organization's property custodian based on the location the property was found.

3.2. Property custodians will comply with the following:

3.2.1. Record found property in a permanently bound log book with consecutively numbered pages or a Computer Generated Database. "Post its" or loose leaf paper is not authorized and ***will not*** be accepted as valid recording tablets. Information required for the logbook/CGD includes

item number, date received, received from, description of item, location of item, name and signature of person accepting or destroying property, transaction date and description.

3.2.2. Make every effort to determine the owner and return the property. Contact 60 LRS/LGRSC (Customer Service) or e-mail 60 LRS/CUST SVC, (60LRS.CustSvc@travis.af.mil) email box with stock numbers if items found are affixed with labels that contain stock numbers, nomenclatures, organizations/shop codes with document numbers, and other related information. Property custodians should contact 60 SFS/S2I for assistance in identifying owner's personal information such as a mailing address.

3.2.3. Contact the owner, if identified, via phone or send a notice (**Attachment 2**) by certified or registered mail requesting the owner reclaim or release their property. If the owner releases the property, he/she must complete a waiver of interest/release memorandum (**Attachment 3**) and have it authenticated by a notary public.

3.2.4. Ensure items such as toiletries, cosmetics, used/soiled personal items, undergarments having no value, except to the original owner, are annotated in the property log book and listed on the APDB inventory document. These items may be discarded immediately by the property custodian with such action annotated in the transaction description section of the property log book and inventory list.

3.2.5. Release found money to the Defense Accounting Officer using a DD Form 1131, *Cash Collection Voucher*, fund cite number 57X6001.0027380100, and maintain a copy of the form in your file system.

3.2.6. Provide 60 SFS/S2I with an itemized inventory list of property eligible for disposal prior to the abandoned property disposal board meeting.

3.3. After the federally mandated retention period of 45 days, property is considered eligible for disposition and will be referred to the APDB. As a minimum, the APDB president, board member, and the recorder must be present to meet the requirements of a board.

3.4. The APDB president will accomplish the following tasks, with the assistance of 60 SFS/S2I, prior to an abandoned property disposal board meeting:

3.4.1. Ensure timely and diligent inquiries, such as a public notice, were made to ascertain or locate the property owner. Examples of public notification are fliers, base newspaper or electronic media bulletin boards.

3.4.2. Obtain an itemized inventory list from each organization's property custodian, and consolidate the lists into one inventory document for attachment to the minutes of the property disposal board meeting.

3.4.3. Appoint a board member to act as a property witness, whose duties are to inventory and appraise each item on the inventory document, and to assign an estimated fair market value.

3.4.4. Hold a meeting annually or as needed with the board members and property custodians and validate the property inventory document.

3.5. All abandoned property will be disposed of by the respective property custodian after the Staff Judge Advocate and the 60 AMW/CC review the minutes of the APDB meeting and property inventory document, and approve the disposition instructions for each line item. Property custodians will have a witness present and will annotate the witness name in the log book or database when disposing

of abandoned property. When possible, abandoned property will be disposed of within six (6) months of 60 AMC/CC approval of disposition instructions.

3.6. Abandoned property may be disposed of in the following manners:

3.6.1. Turn into the Defense Reutilization and Marketing Office (DRMO) with an inventory list or other disposition as directed by the APDB. Document numbers will be obtained from the APDB recorder who will maintain a register for this purpose. DRMO will receipt for the property.

3.6.2. Donate item(s) to non-appropriated funds instrumentally (NAFI) (e.g., auto hobby shop).

3.6.3. Donate item(s) to a military or private charity (e.g., Airman's Attic or Salvation Army).

3.6.4. As otherwise directed (e.g., destroy or convert to government use).

3.7. Abandoned Vehicles. Per AFI 31-206_AMCSUP, *Security Forces Investigations Program*, para 2.7.4., and the Travis AFB Tow Service Memorandum of Understanding, abandoned vehicles will be removed from the installation at no cost to the Air Force by civilian towing companies. Abandoned vehicles will be towed, stored and disposed of by civilian towing companies per the following: 10 USC 2575, *Disposition of Unclaimed Property*; DoDD 4160.21-M, *Defense Material Disposition Manual*; AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*; TAFBI 31-103, *Travis Air Force Base Traffic Code*, and the Travis AFB Tow Service Memorandum of Understanding.

3.7.1. Civilian towing companies will conform to the federally mandated unclaimed vehicle property retention period of 60 days. 60 SFS/S2I personnel will direct the removal of abandoned vehicles and are responsible for contacting civilian towing companies. If the owner/lien holder fails to reclaim their vehicle or has not made arrangements with 60 SFS/S2I or the towing company and the required retention period has been met, the towing company will dispose of the vehicle per California Vehicle Code and state law; and will be solely responsible for remittance of all tow, storage and disposal fees they incur.

3.8. 60 SFS/S2I personnel will ensure all abandoned firearms are demilitarized (e.g., 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 the owner of personal property requests to reclaim the property, he/she must furnish proof of ownership. When ownership has been validated, the property custodian will release the property to the owner and annotate disposition in the property log book or database.

4.1.1. If the property is a vehicle and was towed by a civilian towing company, the owner must pay the required towing and storage fees before receiving the vehicle. Towing and storage fees are dictated by the towing company.

4.1.2. The owner must also show proof of a valid drivers' license, current registration and automobile insurance before the vehicle will be released. If a member is deployed or otherwise unavailable to claim property, a Power of Attorney (POA) is considered sufficient proof of ownership if item is included in POA.

4.1.3. The owner will sign the CHP Form 180, *Notice of Stored Vehicle*, and be provided with a copy of the form to retrieve the vehicle from the towing company's storage lot.

5. Adopted Forms:

DD Form 1131, *Cash Collection Voucher*, CHP Form 180, *Notice of Stored Vehicle*; AF IMT 847, *Recommendation for Change of Publication*

STEVEN J. ARQUIETTE, Colonel, USAF
Commander, 60 AMW (AMC)

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

AFPD 31-2, *Law Enforcement*

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

AFI 31-206, *Security Forces Investigations Program*

AFI 31-206 AMC Sup 1, *Security Forces Investigation Program*

AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*

TRAVISAFBI 31-103, *Travis Air Force Base Traffic Code*

10 USC 2575, *Disposition of Unclaimed Property*

DOD 4160-21M, *Defense Material Disposition Manual*

AMCI 24-101, V15, *Military Airlift Baggage Services*

Abbreviations and Acronyms

60 APS—60th Aerial Port Squadron (Passenger Service)

60 AMW—60th Air Mobility Wing

60 AMW/CC—60th Air Mobility Wing Commander

60 CES/CC—60th Civil Engineering Squadron Commander

60 CES/CEH—60th Civil Engineering Squadron Housing Office

60 CES/CEH—60th Civil Engineering Squadron Chief of Housing Flight

60 CES/CEHD—60th Civil Engineering Squadron Deputy Chief of Housing Flight

60 LRS/LGRSC—60th Logistics Readiness Squadron Customer Service

60 MSG/CC—60th Mission Support Group Commander

60 SFS—60th Security Forces Squadron

60 SFS/CC—60th Security Forces Squadron Commander

60 SFS/S3SS—60th Security Forces Squadron Installation Security Section

60 SFS/S2I—60th Security Forces Squadron Investigation Section

60 SVS—60th Services Squadron

AAFES—Army and Air Force Exchange Service

AFB—Air Force Base

APDB—Abandoned Property Disposal Board

CA—California

CHP—California Highway Patrol

COMSEC—Communications Security

DECA—Defense Commissary Agency

DGMC—David Grant Medical Center

DRMO—Defense Reutilization and Marketing Office

NAFI—Non-Appropriated Funds Instrumentally

OPR—Office of Primary Responsibility

POA—Power Of Attorney

RDS—Records Disposition Schedule

SFCC—Security Forces Control Center

SNCO—Senior Noncommissioned Officer

TAFB—Travis Air Force Base

Attachment 2

SAMPLE – FOUND PROPERTY NOTIFICATION LETTER

TO BE PREPARED ON LETTERHEAD

Date

YOUR ORGANIZATION/ADDRESS

OWNER's ADDRESS

Re: (FOUND PROPERTY)

Dear (NAME),

1. Recently a piece of property with your information was found and turned into (organization) at Travis AFB, CA. Please contact this office to make arrangements for the return of your property. If you do not contact this office to make arrangements for the return of your property within 45 days of receipt of this letter, it will become the property of the United States Government and be disposed of accordingly.

Property: _____

2. If you do not want your property, sign the attached waiver of interest/release memorandum releasing your property to the United States Government and have it authenticated by a Notary Public. Send the memorandum to the above address, at which time your property will be disposed of accordingly.

3. If you have any questions or concerns, contact (NAME) at (COMM TELEPHONE).

Sincerely,

(NAME)

Found Property Custodian

Attachment 3

SAMPLE – WAIVER OF INTEREST/RELEASE MEMORANDUM

I certify that I am the owner of the property listed in Item 1, and hereby relinquish all rights, title, and interest in said property. In addition, I hereby waive the 45-day retention period and other limitations imposed by law and regulation in the disposition of such property.

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 property by any person.

In witness whereof I have hereunto set my hand this ____ day of _____, 20__.

Signature of Property Owner

Acknowledged before me by _____ this _____ day of _____, 20__.

Signature of Notary Public