

**BY ORDER OF THE COMMANDER
460TH SPACE WING (AFSPC)**

**BUCKLEY AIR FORCE BASE
INSTRUCTION**



31-206

11 JULY 2017

Security

**LOST, ABANDONED OR UNCLAIMED
PERSONAL PROPERTY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 31-1, *Integrated Defense*, and AFI 31-115, *Security Forces Investigations Program*, to establish procedures and responsibilities for reporting, safekeeping, and disposing of lost, abandoned, or unclaimed personal property, including vehicles. It applies to all personnel assigned or attached to Buckley Air Force Base, including all tenant, ANG and AFRC units. The 460th Security Forces Squadron Investigations Section (460 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 Forms 847 through appropriate chain of command. This publication may not be supplemented or further implemented/extended. Ensure 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 document has been substantially revised and formatted, and must be reviewed completely. Substantial changes include updating airfield driving procedures, roles, responsibilities, training standards and overall program management.

1. General.

1.1. **Custodian** . The 460 SFS/S2I 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. Only US currency less than \$50.00 (The local finance office will take sole custody of US currency over \$50.00) or items valued at or above \$300.00. *Note:* Fair Market Value is applied when making value determination. The goal is the return of property to the rightful owner. This is accomplished by maintaining the property at the facility where discovered to allow for the property owner to recover the property by returning to locations visited.

1.2. **Civilian Towing Companies** . Civilian towing companies will be used through a no-cost to the government agreement to transport and store vehicles that are lost, abandoned, unclaimed, or impounded.

1.3. **Commercial Goods** . The Transportation Division (460 LRS/LGRT) monitors the disposition of lost, abandoned, or unclaimed property in the hands of commercial carriers. When storage at government expense expires, 460 LRS/LGRT notifies the appropriate carrier. The carrier is responsible for disposition of the property.

1.4. **Dormitories** . Installation dormitory managers are responsible for disposing of lost, abandoned, or unclaimed property that does not fall within the categories listed in paragraph [1.1.](#), found within the Buckley AFB dormitories.

1.5. **Temporary Lodging Facility** . Personal property lost, abandoned, or left unclaimed for 72 hours at any Visiting Quarters/Temporary Lodging Facility (VQ/TLF) is disposed of by 460 FSS/FSV. The 460 FSS/FSV 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 FSS facilities.

1.6. **RV Storage and POV Resale Lot.** Personal vehicles and trailers lost, abandoned, or left unclaimed within the RV Storage and POV Resale Lot will be reported to the 460 SFS in the following circumstances.

1.6.1. Account is delinquent more than 75 days. The 460 FSS/FSCO Outdoor Recreation notifies customers who are 45 days past due by sending a statement of delinquency via certified mail to the address provided by the renter on the rental agreement. If no action is taken by the renter within 30 days of receipt of notice, documentation, to include copies of the rental file, will be turned over to 460 SFS.

1.6.2. It is the responsibility of 460 FSS to track vehicle ownership using registration and/or vehicle identification numbers (VIN). The 460 FSS must provide owner contact information on any vehicle deemed to be abandoned. At no time will 460 SFS provide criminal justice data obtained through National Crime Information Center (NCIC)/Colorado Crime Information Center (CCIC) for the purpose of identifying vehicle owners. The 460 FSS must provide proof that vehicle owners have been notified in writing prior to 460 SFS initiating towing and impoundment.

1.6.2.1. The 460 SFS may conduct spot checks of the lots, as time permits, to check for vandalism or tampering. Citations can be issued to individuals whose vehicle(s) have expired registration if found by 460 SFS or when notified by 460 FSS/FSCO. Buckley AFB, the 460 SFS and the 460 FSS are not responsible for any damage caused to the vehicles while in the RV/POV Resale lot or as a result of vehicle towing.

1.6.3. In cases where the vehicle owner is unable to be located, 460 FSS must provide a detailed log of all attempts made to contact the owner to 460 SFS. A copy of the log, the registration/VIN, rental contract, and complete history of lot rental will be provided to 460 SFS.

1.6.3.1. In cases where the ownership is unknown, 460 FSS must provide a detailed vehicle description, storage location, pertinent records of the storage location, and a copy of the current 460 FSS RV Lot patron database. The 460 SFS will run vehicle information in the CCIC/NCIC and check the 460 FSS RV Lot database to determine if the registered owner is a patron. If the owner is determined to be a patron, 460 SFS will contact the registered owner and request they contact 460 FSS/FSCO. If the registered owner is not a patron, 460 SFS will contact 460 SW/JA to initiate a legal review.

1.6.4. A written legal review must be completed by 460 SW/JA prior to towing or impounding vehicles from the RV Storage and POV Resale Lot. Upon recommendation from 460 SW/JA, 460 SFS will place a DD Form 2504, *Abandoned Vehicle Notice*, on the vehicle. The 460 SFS will allow 3 days for the owner to respond prior to proceeding with towing and impounding the vehicle. If the owner fails to respond, 460 SFS will proceed with towing and impound procedures per para. 2.4.3.4.

1.7. **Fitness Center.** Personal property lost, abandoned, or left unclaimed for 72 hours at the Base Fitness Center is disposed of by 460 FSS/FSV. The 460 FSS/FSV designates a holding activity for any lost, abandoned or unclaimed property that does not fall within those categories listed in paragraph **1.1**.

1.7.1. **Medical Group** . Personal property lost, abandoned, or left unclaimed for 72 hours at 460th Medical Group (460 MDG) is disposed of by 460 MDG.

1.8. **AAFES Facilities** . Property lost, abandoned, or left unclaimed within Army and Air Force Exchange Service (AAFES) facilities is maintained and disposed of by the AAFES Loss Prevention Office.

1.9. **Commissary** . 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 460th Space Wing Commander appoints a board of one or more officers, NCOs, or civilians to discharge the responsibilities outlined in DOD Manual 4160.21, Defense Material Disposition Manual, Volume 4, paragraph 92.a.(7).

2.1.2. Property Disposal Board members.

2.1.2.1. Become familiar with applicable regulations and operating instructions.

2.1.2.2. Act as the wing commander's representative.

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 members with the security forces prior to permanent change of station, retirement, or separation of any board member.

2.2. Disposition Instructions.

2.2.1. Identifiable Property. Holding activities receiving identifiable property (identification cards, driver's license, check books, 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 can 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.

2.2.2. High Value Property. Items the board values at \$300.00 or more are immediately transferred to 460 SFS/S2I (during duty hours) and to the 460th Security Forces Base Defense Operations Center (BDOC) (during non-duty hours). The items will be receipted for via AF Form 52, *Evidence Tag* and an entry is entered in the AF Form 53, *Security Force Desk Blotter*. The 460 SFS/S2I holds property for at least 45 days from receipt, unless released to the owner.

2.2.3. Funds. Release currency and negotiable instruments, including stocks, bonds, and government checks to the 460 SFS/S2I and annotate the property inventory.

2.2.3.1. The 460 SFS/S2I will release the items to the Base Finance Officer (460 CPTS/CC) or designated representative via AF Form 52. An alternative can be non-profit organizations within the installation, i.e., First Sergeant Council, Airman's Attic or any other non-profit organization (not unit specific).

2.2.3.2. The 460 SFS/S2I will prepare DD Form 1131, *Cash Collection Voucher*, and file one copy with AF Form 52.

2.2.4. Contraband. Narcotics, weapons, ammunition and other contraband will be released to the 460 SFS immediately by contacting BDOC at 720-847-9252 or 9930. The 460 SFS will not hold or store ammunition & explosives. Ammunition and explosives will be handed over to EOD for proper disposal.

2.2.4.1. The 460 SFS/S2I maintains property tagged with AF Form 52. Destroy the property by the most effective means available (shredding, burning, demilitarization, etc.). Annotate the method of destruction on AF Form 52.

2.2.4.2. A Property Disposal Board member or other disinterested officer or Senior NCO (E-7 and above), witnesses and certifies the destruction or transfer to local police for destruction of contraband (drugs) on the AF Form 52.

2.2.5. Discarded Items. Toiletry articles, cosmetics, used/soiled personal items, undergarments, perishable food items, or items having a value of 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 the disposition column.

2.2.6. Items of Value. Make a reasonable effort to return the property that is not discarded, returned or transferred to security forces.

2.2.6.1. The holding activity advertises general property information to possible owners through mass organizational emails, base-wide e-mail releases, base websites, and local newspaper. Once the items are listed they need to be maintained for a period of 2 weeks or 14 days before the items can be disposed of by the holding activity with concurrence from the property board.

2.2.6.2. If the owners contact the activity and can reasonably describe the property, it shall be returned and the inventory and/or AF Form 52 annotated with the owner's name. If no AF Form 52 is attached, a letter of memorandum will suffice in identifying the owner and maintained for 90 days after property was relinquished.

2.2.6.3. Property released to Defense Reutilization Management Organization (DRMO) must include a copy of the inventory, a DD Form 1348-1, *DoD Single Line Item Release/Receipt Document*, and Disposition Letter signed by the Property Disposal Board Members.

2.3. Holding Activities.

2.3.1. Holding activities will comply with this instruction and DODM 4160.21-V4, *Defense Materiel Disposition Manual: Instructions for Hazardous Property and Other Special Processing Materiel*, Enclosure 3, section 92.

2.3.1.1. 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.

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

2.3.3. Personnel will deliver property found, abandoned or unclaimed to the custodian for the activity where it was located. Notify 460 SFS/S2I immediately in the case of contraband.

2.3.4. The property custodian inventories the found property on locally devised worksheets and conducts a preliminary inquiry for a maximum of 3 duty days in an attempt to locate the owner of the property.

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

- 2.3.4.2. Where the owner has not been identified within 3 duty days notify 460 SFS/S2I.
- 2.3.5. Complete a legible and dated inventory, listing the number of items and general description of all property held by the holding activity.
- 2.3.6. 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.
- 2.3.7. The owner must sign the chain of custody receipt to verify return of their property via AF Form 52 or memorandum.
- 2.3.7.1. Return identifiable property to the owner and annotate inventory sheet with owners name, contact information, and signature.
- 2.3.7.2. Dispose of remaining property IAW Property Disposal Board instructions as annotated on the inventory sheet and/or memorandum.
- 2.3.8. Records Management. The various holding activities maintain and dispose of related documents IAW the Air Force Records Disposition Schedule (RDS).
- 2.4. Privately Owned Vehicles.**
- 2.4.1. The 460 SFS periodically surveys the installation to identify abandoned vehicles.
- 2.4.2. On behalf of the 460 SW/CC, 460 SFS/CC, Operations Officer/Superintendent, Flight Chief (S3OA/B/C/D), Chief of Investigations, or the 460 SFS/S2I section, may order the impoundment of an abandoned vehicle.
- 2.4.3. Procedures of impoundment of vehicles apply.
- 2.4.3.1. Vehicles identified for possible abandonment will be cited via DD Form 1408, *Armed Forces Traffic Ticket* and DD Form 2504, *Abandoned Vehicle Notice*, will be placed on the vehicle. Allow 3 working days for the owner to respond to the reporting instructions annotated on the forms.
- 2.4.3.2. The 460 SFS attempts to identify the owner or lien holder through the NCIC/CCIC or other authorized governmental database.
- 2.4.3.3. After the allotted time has expired and if the owner cannot be identified or located, the 460 SFS contacts the appropriate civilian towing company to arrange for the vehicle to be towed IAW AFI 31-218(I), *Motor Vehicle Traffic Supervision and Buckley AFBI 31-218, Motor Vehicle Traffic Supervision*.

2.4.3.4. In the event the owner/lien holder has been identified, a DD Form 2507, *Notice of Vehicle Impoundment*, is forwarded to him/her stating 460 SFS had their vehicle impounded via registered mail. This form will also indicate the towing service storing the vehicle. Ensure the owner is aware if no reply is received by the appropriate date (60 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 DD Form 2507. The vehicle owner is responsible for all impoundment fees (towing and storage) before the vehicle can be released.

2.4.3.5. If the owner cannot be identified, the vehicle becomes the property of the towing service responsible for removing the vehicle 60 days after notification was mailed.

DAVID N. MILLER, JR., Colonel, USAF
Commander

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

DOD 4160.21-M V1, *Defense Materiel Disposition: Disposal Guidance and Procedures*, 22 October 2015

DODM 4160.21-V4, *Defense Materiel Disposition Manual: Instructions for Hazardous Property and Other Special Processing Materiel*, 22 October 2015

AFI 31-218(IP), *Motor Vehicle Traffic Supervision*, 22 May 2006

AFI 31-115, *Security Forces Investigation Program*, 10 November 2014

BAFBI 31-218, *Motor Vehicle Traffic Supervision*, 29 June 2016

AFPD 31-1, *Integrated Defense*, 28 October 2011

Adopted Forms

AF Form 52, *Evidence Tag*

AF Form 53, *Security Forces Desk Blotter*

AF Form 847, *Recommendation for Change of Publication*

DD Form 1131, *Cash Collection Voucher*

DD Form 1348-1, *DoD Single Line Item Release/Receipt Document*.

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2504, *Abandoned Vehicle Notice*

DD Form 2507, *Notice of Vehicle Impoundment*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

AF—Air Force

AFMAN—Air Force Manual

BDOC—Base Defense Operations Center

CCIC—Colorado Crime Information Center

DD—Defense Department

DOD—Department of Defense

DODI—Department of Defense Instruction

DODM—Department of Defense Manual

DRMO—Defense Reutilization Management Office

FSS—Force Support Squadron

NCIC—National Crime Information Center

NCO—Noncommissioned Officer

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

S2I—Security Forces Investigations

SFS—Security Forces Squadron

SJA—Staff Judge Advocate

TLF—Temporary Lodging Facility

VQ—Visiting Quarters

Terms

Abandoned or Unclaimed Privately Owned Vehicles (POV)—Considered abandoned when evidence indicates the owner's intent to no longer exercise appropriate ownership control and responsibility of the POV, which end up 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 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. Typically, this is where the property is found at or near like the parking lot of the organization.

Inventory—Any holding activity identified in paragraph 3, holding lost abandoned, or unclaimed property maintains an internal log which includes the date the property was received, a description, the date the property was released and to whom it was 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 commissioned officers, noncommissioned officers, and/or civilians appointed to conduct inquiries to determine ownership and disposition of lost, abandoned or unclaimed property.