

**BY ORDER OF THE COMMANDER
22D AIR REFUELING WING**

**MCCONNELL AIR FORCE BASE
INSTRUCTION 31-305**

20 SEPTEMBER 2016



Security

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 31-206, *Security Forces Investigations Program*. It prescribes procedures and responsibilities for reporting, safekeeping, and disposing of lost, abandoned, or unclaimed personal property. This publication applies to Security Forces Investigations personnel and all tenant units assigned to McConnell Air Force Base, Kansas. The 22d Security Forces Squadron, Investigations Section (22 SFS/S-2I) is the point of contact for any questions pertaining to this instruction. It is recommended all tenant units assigned develop guidance for proper disposition and accountability of lost, abandoned or unclaimed personal property. All tenant units will abide by the information outlined in 1. General Guidelines on turning in the required items to Security Forces. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 chain of command.

1. General Guidelines.

1.1. Security Forces: The 22 SFS does not operate a base wide “lost and found” program. As indicated in AFI 31-206, *Security Forces Investigations Program*, paragraph 2.8., “Security forces will generally not take custody of property (except for weapons) left with

another installation agency (for example, luggage left by passengers at the passenger terminal, personal property left in or around barracks, exchanges and commissaries).” The 22 SFS/S-2I is the holding agency for lost, abandoned, unclaimed property, or contraband that fall under the following categories:

1.1.1. Acquired by 22 SFS.

1.1.2. Consisting of funds when there is US currency over \$100.00.

1.1.3. Item is valued at or above \$500.00.

1.1.4. Firearms, hazardous materials, or any items considered inherently dangerous to the public.

1.1.5. Narcotics, dangerous drugs, or drug paraphernalia.

1.2. **Vehicles:** Procedures for unclaimed and/or abandoned vehicles are defined in MAFBI 31-116, *Base Traffic Plan*.

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

1.4. **Billeting:** Personal property lost, abandoned, or left unclaimed at any Visiting Officers’ Quarters, Visiting Airmen’s Quarters, and/or Temporary Lodging Facility is disposed of by 22d Force Support Squadron (22 FSS). The Commander (22 FSS/CC) designates a holding activity for any lost, abandoned, or unclaimed property found at all other FSS facilities that does not fall within the categories listed in **paragraph 1.1**

1.5. **AAFES:** Property lost, abandoned, or left unclaimed within Army, Air Force Exchange Service (AAFES) facilities is maintained and disposed of by the AAFES Security Manager.

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

1.7. **Other Installation Agencies:** Each installation agency is responsible for designating a holding activity and disposing of lost, abandoned, or unclaimed property left in or around their area. Each holding activity should develop procedures for the receipt, transfer, return, or destruction of property.

2. Procedures.

2.1. **Property Disposal Board:** The Commander, 22d Air Refueling Wing (22 ARW/CC), upon request of the Chief, Security Forces, appoints a board of one or more SNCOs, officers, or civilian equivalents to discharge the responsibilities outlined in DoD 4160.21-M, Chapter IV, paragraph B.40.(f). Base Property Custodians and Security Forces personnel cannot serve on the board.

2.1.1. Security Forces Investigations will conduct the following and it is recommended outside agency Property Disposal Board Members should:

2.1.1.1. Become familiar with applicable regulations and operating instructions.

2.1.1.2. Act as the 22 ARW/CC representative and liaison with the various holding activities and base legal office.

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

2.1.1.4. Review logs and inventories maintained by the various holding activities.

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

2.1.1.6. The base Property Disposal Board may choose to dispose of property in one of the following manners:

2.1.1.6.1. Turn the item(s) in to the Defense Reutilization and Marketing Office (DRMO) in accordance with DoD 4160.21-M.

2.1.1.6.2. Donate the item(s) to a non-appropriated funds instrumentality (NAFI), for example, the auto hobby shop or physical fitness facilities.

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

2.1.1.6.4. Destroy items deemed not to have a fair market value.

2.1.1.7. Notify and coordinate the appointment of replacement board member with the 22 SFS Investigations section prior to permanent change of station of any board member.

2.2. Disposition Instructions:

2.2.1. Identifiable Property: It is recommended holding agencies receiving identifiable property (identification cards, driver's license, check books, credit cards, etc.) with either full name, social security number, or address, make the attempt to contact the owner. If the owner can be contacted, the property may be returned in person or by certified mail. Holding agencies may annotate the inventory disposition with the name or certified mail number when the property is returned to owner. If the property is identifiable but owner is unable to be contacted, recommend each agency hold on to the property for a minimum of 45 days.

2.2.2. High Value Property: Items that the board values at \$500.00 or more are immediately transferred to Security Forces and the activity's log will be annotated. 22 SFS/S-2I will hold property for 45 days from receipt, unless released to the owner.

2.2.3. Funds: Currency less than \$100.00 should be documented and be held for three days in the event the owner returns to claim it. After three days, the custodian should release the funds to the wing Accounting and Finance Officer or designated representative. At time of transfer, the custodian should prepare a DD Form 1131, *Cash Collection Voucher*, and file it with the Property Board inventory.

2.2.3.1. Release currency in excess of \$100.00 and negotiable instruments, including stocks, bonds, and government checks immediately to the Security Forces and it is recommended to annotate the property inventory.

2.2.3.2. The 22 SFS/S-2I will maintain funds in excess of \$100.00 in the evidence/found property room. At the end of the year, or sooner if funds amount

meets or exceeds \$500.00, 22 SFS/S-2I will release the funds to the wing Accounting and Finance Officer or designated representative via AF Form 52, *Evidence Tag*. At time of transfer, 22 SFS/S-2I will prepare a DD Form 1131 and file one copy with the AF Form 52.

2.2.3.3. Contraband: Narcotics, firearms, hazardous materials, or any items considered inherently dangerous to the public will be released to Security Forces immediately.

2.2.3.4. 22 SFS/S-2I maintains contraband tagged with an AF Form 52. Upon coordination with the 22d Air Refueling Wing, Judge Advocate (22 ARW/JA), destroy contraband deemed to have no evidential value by the most effective means available (flushing, burning, demilitarization, etc.). Annotate the method of destruction on AF Form 52.

2.2.3.5. A Property Disposal Board member or other disinterested officer or SNCO (E-7 and above) witnesses and certifies the destruction of contraband (drugs and weapons) on the AF Form 52.

2.2.4. Discarded Items: Toilet articles, cosmetics, used/soiled personal items, undergarments, perishable food items, hazardous materials, and/or items determined by the board of officers can be disposed of (thrown away) by the holding agency. Security Forces Investigations will include the items on the inventory and action annotated in disposition column.

2.2.5. Items of Value: The following suggestions are recommended for holding agencies and mandatory for Security Forces Investigations. Make a reasonable effort to return property that is not discarded, returned, or transferred to Security Forces, to the rightful owner.

2.2.5.1. The holding agency enters a general description and location of the property in the 22d Public Affairs home page under a Lost and Found section and maintains the property for at least one week after publication. The holding agency will keep a brief description of the item in a record of publication. The website is located at <https://eim.amc.af.mil/org/22pa/default.aspx>.

2.2.5.2. If the owner(s) contacts the activity and can reasonably describe the property, it will be returned and inventory annotated in the holding activity found property log with the owner's name.

2.2.5.3. Property may be released after at least 45 days and after all attempts to locate the owner have been exhausted. The property may be released to any of the following agencies: DRMO, Base Chaplains, authorized charities, NAFI (Thrift Shop, Auto Hobby Shop, Recreation Supply, etc.). Bicycles should be released to DRMO, NAFI, or to a squadron for official use if the Property Disposal Board authorizes it by letter.

2.2.5.4. Property released to DRMO should include a copy of the inventory, a DD Form 1348-1, *DoD Single Line Item Release*, and disposition letter signed by a Property Disposal Board Officer. The holding agency maintains a copy of all documents. Refer to DoD 4160.21-M for further instructions.

2.3. Holding Agencies: Security Forces Investigations are mandated to follow the below guidance, and the below is a suggestion for outside agencies. 2.3.1. The unit commander or designee appoints a property custodian to safeguard, control, and dispose of found property within their agencies and implement procedures as required. The 22 SFS/S-2I will train custodians and provide guidance on preparing documents upon request.

2.3.1. Holding agencies will designate a drawer, closet/locker, or room(s) that can be secured with a lock for temporarily storing found/abandoned property.

2.3.2. 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. (i.e drugs, guns or items potentially harmful to the public)

2.3.3. The property custodian will conduct a preliminary inquiry for a maximum of three days in an attempt to locate the owner of the property.

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

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

2.3.6. Complete a dated inventory listing identifying a general description of all property held by the holding activity.

2.3.7. The Property Disposal Board member annotates the disposition instructions and assigns a value for each item (may be handwritten next to the description located in the inventory log book).

2.3.8. Inventory items deemed by the Property Board to have no fair market value and maintain them for at least 45 days. Dispose of such property by placing in a trash dumpster after the Property Disposal Board determines the item has no fair market value and directs its destruction.

2.3.9. Dispose of remaining items of value per instructions of the Property Disposal Board as annotated on the inventory sheet.

2.3.10. The holding agency publicizes the remaining items of value in their possession for one week on the 22d Public Affairs home page under lost and found prior to final disposition.

2.3.11. Return identifiable property to the owner and annotate inventory sheet with owner's name, signature, and date of return.

2.3.12. Dispose of remaining unclaimed property in accordance with Property Disposal Board instructions as annotated on the inventory sheet.

2.3.13. When property is transferred to salvage DRMO, prepare DD Form 1348-1, a copy of the inventory, and a disposition letter signed by the Property Disposal Board.

2.3.14. Records Management: The various holding agencies maintain and dispose of related documents in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>.

JOEL D. JACKSON, Colonel, USAF
Commander

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

DoD 4160.21-M, *Defense Material Disposition Manual*, 18 August 1997

AFI 31-206, *Security Forces Investigations Program*, 16 September 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

MAFBI 31-116, *Base Traffic Plan*

Adopted Forms

AF Form 52, *Evidence Tag*

AF Form 847, *Recommendation for Change of Publication*

AF Form 3545, *Incident Report*

DD Form 1131, *Cash Collection Voucher*

DD Form 1348-1, *DoD Single Line Item Release*

Abbreviations and Acronyms

22 ARW/JA—22d Air Mobility Wing, Judge Advocate

22 MSG/CC—Commander, 22d Mission Support Group

22 SFS/S-2I—22d Security Forces Squadron, Investigations Section

22 FSS—22d Force Support Squadron

AAFES—Army, Air Force Exchange Service

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

DRMS—Defense Reutilization and Marketing System

KCJIS—Kansas Criminal Justice Information System

NAFI—Non-appropriated Funds Instrumentality

NCIC—National Crime Information Center

POV—Privately Owned Vehicles

RDS—Records Disposition Schedule

SNCO—Senior Noncommissioned Officers

Terms

Abandoned or Unclaimed Privately Owned Vehicles (POV):—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 Agency:—The organization that stores and safeguards lost, abandoned, or unclaimed property.

Lost, Abandoned, or Unclaimed Personal Property:—Personal property in the possession, custody, or control of a government agency that 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 senior noncommissioned officers (SNCO), commissioned officers and/or civilians (GS-09 or above) appointed to conduct inquiries to determine ownership and disposition of lost, abandoned, or unclaimed property.

Inventory:—The holding agency maintains an inventory log that includes the date the property was received, a description, the date the property is released, and to whom it is released. The inventory log must consist of a complete accounting of the property on hand as compared to the log.