

**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 31-1, *Integrated Defense*, DoD 4160-21M, Volume 4, **Paragraph 92**, *Defense Materiel Disposition Manual: Instructions for Hazardous Property and Other Special Processing Materiel*, DoDI 4140.62, *Material Potentially Presenting and Explosive Hazard (MPPEH)*, DoD 4160.28-M-V3, *Defense Demilitarization: Procedural Guidance* and AFI 31-115, *Security Forces Investigations Program*. It identifies 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 Air Mobility Wing (AMW), tenant and Air Force Reserve Command (AFRC) units assigned to Travis AFB, California.

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 Major Command (MAJCOM) publications/forms managers. 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) maintained in the Air Force Records Information Management System (AFRIMS).

Failure to observe the prohibitions and mandatory provisions of this instruction by military personnel is a violation of the Uniform Code of Military Justice (UCMJ), Article 92(3), and Dereliction of Duty. Violations by civilian employees may result in administrative disciplinary

action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Violations by contractor personnel will be handled according to applicable laws and the terms of the contract. Article 92(3) of the UCMJ does not apply to the Air National Guard (ANG) while in Title 32 status; however, violations by Title 32 ANG military personnel may subject members to prosecution under their respective State Military Code or result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. The terms “must”, “shall”, and “will” denote mandatory actions in this instruction.

This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974, in accordance with System of Records Notice (FO3 AF SP B). The PA Systems Notices are available at: <http://www.defenselink.mil/privacy/notices/usaf>. The authorities to collect and/or maintain the records prescribed in this instruction are Title 10 U.S.C., Section 8013; Department of Defense (DoD) directive (DoDD) 7730.47, Defense Incident-Based Reporting System (DIBRS); and Department of Defense Instruction (DoDI) 5505.17, Collection, Maintenance, Use and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities.

SUMMARY OF CHANGES

This instruction has been completely revised and must be completely reviewed. Major changes include: Deleted requirement 60 SVS, AAFES and DECA programs and added 60th Civil Engineer Squadron (CES)/CEHD to streamline the process. The Base Property Disposal Board (BPDB) is not inherently an SF responsibility and specific guidance on the formation and role of the board can be found in DoD Manual 4160.21-M, Defense Material Disposition Manual. Changed requirement for quarterly BPDB meetings too 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. The 60th Aerial Port Squadron (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 V14, *Military Airlift Passenger Service*, 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, Communications Security (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. The 60CES/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 60th Security Forces Squadron (SFS) Investigations within 30 days of appointment.

1.4. All other units, tenant units and personnel will turn found and abandoned property into the Emergency Communication Center (ECC) or 60 SFS Investigations.

2. Responsibilities.

2.1. Base Property Disposal Board. The 60 AMW/CC will appoint a Board of Officers of one or more commissioned officers, noncommissioned officers or civilians of equivalent grades to herein referred to as the BPDB. An officer will be board president and Senior Noncommissioned Officer (SNCO) will act as board member and witness. NOTE: The formation of the board is not inherently a 60 SFS responsibility and specific guidance on the formation and role of the board can be found in DoD Manual 4160.21-M, *Defense Material Disposition Manual*.

2.2. The 60SFS Investigations. Per BPDB president, 60 SFS Investigations 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 (CGD). "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 who the owner is and return the property. Contact 60th Logistic Support Squadron(LRS)/LGRMCC (Customer Service) or e-mail (60lrs.custsvc@us.af.mil) 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 Investigations 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 BPDB inventory document. These items may be discarded immediately by the property custodian and must be 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 Investigations 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 BPDB. As a minimum, the BPDB president, board member, and the recorder must be present to meet the requirements of a board.

3.4. The BPDB president will accomplish the following tasks, with the assistance of 60 SFS Investigations, 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 BPDB 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 60 LRS/DLADS with an inventory list or other disposition as directed by the BPDB. Document numbers will be obtained from the BPDB recorder who will maintain a register for this purpose. 60 LRS/DLADS will receipt for the property. Contact at <https://eim.amc.af.mil/org/60lrs/DLADS/SitePages/Home.aspx>.

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. 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*; AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*; TRAVISAFBI 31-103, *Travis Air Force Base Traffic Code*.

3.7.1. Civilian towing companies will conform to the federally mandated unclaimed vehicle property retention period of 60 days. 60 SFS Investigations 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 Investigations 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. The 60SFS Investigations 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 California Highway Patrol (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.

JOHN M. KLEIN, JR., Colonel, USAF
Commander

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

AFPD 31-1, *Integrated Defense*

DoDD 4160.21-M VOL4, *Defense Materiel Disposition Manual; Instructions for Hazardous Property and other Special Processing Materiel*, 22 Oct 2015

DoDI 4140.62, *Material Potentially Presenting and Explosive Hazard (MPPEH)*, 20 Aug 2015

AFI 31-115, *Security Forces Investigations Program*, 10 Nov 2014

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

DoD 7730.47, *Defense Incident-Based Reporting System (DIBRS)*, 7 Dec 2010

DoDI 5505.17, *Collection, Maintenance, Use and Dissemination of Personally Identifiable*, 19 Dec 2012

DoD 4160-21M, *Defense Material Disposition Manual*, 18 Aug 1997

AMCI 24-101, V14, *Military Airlift Passenger Service*, 24 Jan 2017

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 18 Dec 2015

AMCI 24-101, V14, *Military Airlift Passenger Service*, 24 Jan 2017

10 USC 2575, *Disposition of Unclaimed Property*

DoD 4160.28-M-V3, *Defense Demilitarization*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 1131, *Cash Collection Voucher*

CHP Form 180, *Notice of Stored Vehicle*

Abbreviations and Acronyms

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

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

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

60 SFS—60th Security Forces Squadron

60 SVS—60th Services Squadron

AAFES—Army and Air Force Exchange Service

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

BPDB—Base Property Disposal Board
CGD—Computer Generated Database
CHP—California Highway Patrol
COMSEC—Communications Security
DECA—Defense Commissary Agency
DGMC—David Grant Medical Center
DLADS —Defense Logistics Agency Disposition Services
ECC—Emergency Communications Center
NAFI –Non-Appropriated Funds Instrumentally
OPR—Office of Primary Responsibility
PA—Privacy Act
POA—Power Of Attorney
RDS—Records Disposition Schedule
SNCO—Senior Noncommissioned Officer
UCMJ—Uniform Code of Military Justice

Attachment 2

FOUND PROPERTY NOTIFICATION LETTER

Figure A2.1. 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

WAIVER OF INTEREST/RELEASE MEMORANDUM

Figure A3.1. 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