

Installations
DISPOSITION OF LOST, MISLAID, ABANDONED, OR UNCLAIMED PERSONAL
PROPERTY DISCOVERED ON THIS INSTALLATION.

SUPPLEMENTATION. Local supplementation of this regulation is prohibited except upon approval of AFZF-DL-S-SI.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Directorate of Logistics. Users are invited to send comments or suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-DL-S-SI.

OVERVIEW

1

Purpose

This regulation

- sets up procedures for disposition of lost, mislaid, abandoned, or unclaimed personal property discovered on the Fort Hood installation, the possession of which is acquired by United States Government employees, civilian or military, while acting within the scope of their employment.
- carries out the installation commander's authority to require, by regulation, that all lost, mislaid, abandoned, or unclaimed personal property discovered on Fort Hood by any individual or group, be turned over for the reasonable period of time to a designated official to afford the true owner an opportunity to recover the property.

1a

References

AR 65-1 (Army Postal Operating Instruction)
AR 210-130 (Laundry and Dry Cleaning Operations)
AR 630-10 (Absence Without Leave and Desertion)
AR 700-84 (Issue and Sale of Personal Clothing)
AR 735-5 (Basic Policies and Procedures for Property Accounting)
AR 755-2 (Disposal of Excess, Surplus, Foreign Excess, Captured, and Nonwanted Materiel)
DA Pam 27-21 (Military Administrative Law Handbook)
DA Pam 710-2-1 (Using Unit Supply System, Manual Procedures)
DOD 4160.21-M (Defense Disposal Manual)
DOD 4160-21-M-1 (Defense Demilitarization Manual)
Public Law 96-154
Title 10, U.S. Code

1b

Terms

Lost Property

- property mistakenly dropped where discovered or
- involuntarily parted with in hopes or expectation of getting it back.

Mislaid Property

- property the owner intentionally placed where it is discovered, intending to return to it, but forgetting its existence or location

Continued on next page

Terms
(Continued)

- a person who knowingly takes over mislaid property may be guilty of larceny.

Abandoned Property

- property which the owner voluntarily gives up ownership with no intention of vesting ownership in another person.

Unclaimed Property

- property that has been voluntarily or involuntarily given up
- the owner has made no demand for possession nor declared rights of ownership within a reasonable period of time
- is not property that is legally held, sold, or applied for payment of a claim.

Personal Property

- everything that is the subject of ownership, not coming under denomination of real estate.

Lost, abandoned, or unclaimed personal property

- privately-owned personal property which has come into the custody or control of any military department and
- is unclaimed by the owner.

1c

GENERAL

2

Return of
General
Property

These instructions fulfill section 2575, title 10, U.S. Code, which authorizes the secretary of any military department to dispose of lost, abandoned, or unclaimed personal property that is now or may hereafter come into the custody or control of his/her department other than property subject to sections 4712, 4713, 6522, 9712, 9713, or subsection (c) of section 2575, title 10, U.S. Code.

This disposal authority is delegated

- to the commanding officer of DOD installations
- with power of redelegation.

These instructions do not preclude the prompt return through lost and found offices of lost, misplaced, or abandoned property on Fort Hood.

Property that cannot be returned to owners within a reasonable period of time, as determined by the installation commander or designee (the Abandoned Property Officer) will be processed according to paragraph 2b.

2a

Privately-
Owned
Personal
Property
Return

When privately-owned personal property, household goods, etc.,

- is found on or comes into custody or control of Fort Hood and
- has apparently been lost, abandoned, or left unclaimed for any reason by the owner, the Abandoned Property Office
 - examines the property and
 - requests a
 - written and dated inventory on DA Form 3078 (Personal Clothing Request) or plain bond paper (civilian items, see fig 4) and
 - turn-in on DA Form 3161 (Request For Issue or Turn-in) (civilian items, see fig 1).

Property may be claimed as outlined in block 4a.

2b

Unit
Inventory
of Personal
Property

In cases where military units have personal property belonging to individuals who are absent without leave (AWOL), the unit commander will designate an E5 or above to use

- DA Form 3078 in triplicate to inventory
 - this property (fig 4)
 - for civilian clothing, strike out military terms and insert civilian descriptions, or use plain bond paper.

The unit will provide the inventory to establish accountability.

The individual designated to inventory

- verifies the inventory by placing his/her initials on it then
- signs the completed inventory.

Clothing will be retained in the unit or storage area for a period of 30 days.

Pending inquiries, activity having physical custody provides safekeeping to prevent theft, pilferage, or unwarranted deterioration.

2c

APO Action
With
Unclaimed
Personal
Property

Property may be claimed by the

- owner
- heirs
- next of kin, or
- designated representative.

Unclaimed property may not be disposed of until the expiration of the 120 days following the day when notice is made.

The notice

- gives the time and place of the intended sale or other disposal
- is sent by certified or registered mail return receipt requested to the owner's last known address per DOD 4160.21-M
- the 120 days starts with the notification to the person
- the individual must be given the full benefit of the 120 days.

2d

DA Form 3161

Any money left behind by a soldier

- will be deposited with a finance and accounting officer
- receipt will be retained in the organization file IAW AR 630-10.

Military clothing will be turned in through supply channels for reclassification and returned to stock.

Complete DA Form 3161 (fig 5) as outlined in DA Pam 710-2-1, for turn-in

- to the appropriate supply office, Supply Division, Clothing Classification Section, Building 4126, for military clothing only and
- the Abandoned Property Office, Building 4226 (see fig 1), for civilian clothing.

On DA Form 3161 include the

- identity of the individual
- assigned unit, and
- a statement that the individual was dropped from the rolls (DFR)

DA Form 3161
(Continued)

- on a specified date and
- all recoverable items abandoned are reflected on the inventory.

NOTE: The DFR date does not involve the notification of next of kin, etc.

Due to possible contamination, activities will not turn in clothing until after it has been laundered (MDS Letter Number 76-26, dated 20 February 1976).

2e

Firearms

Firearms will not be turned in to the Abandoned Property Office.

Effective immediately, all receipts and demilitarization of small arms are suspended pending further guidance. DOD 4160.21-M-1, paragraph B 35, appendix 2.

Section 701, Public Law 96-154 states that no funds should be used for the purpose of demilitarization of small firearms.

The Abandoned Property Office will notify the units when to turn in the weapons when the Property Book Office (PBO) receives guidance.

Privately-owned firearms and ammunition can be shipped or mailed only from the installation commander of one installation to the installation commander of another installation, and then only with proper documentation, AR 65-1, chap 7.

Ammunition is

- turned in to the Explosive Ordnance Disposal Unit (EOD).
- not turned into the Abandoned Property Office.

2f

Unclaimed
Clothing

Uniform clothing items abandoned or left unclaimed in the post laundry or dry cleaning plant

- are dropped from laundry accountable records after a period of 90 days, as required by AR 210-130 and
- are processed for return to stock.

Nonrecoverable items are processed according to turn-in procedures contained in DA Pam 710-2-1.

Uncalled for customer property left with a nonappropriated fund activity is disposed of according to AR 755-2.

Unclaimed clothing voluntarily returned to Fort Hood without reimbursement

- becomes the property of the Government
- is processed through normal channels.

All other discoveries, whether government personnel or not, of lost, mislaid, abandoned, or unclaimed personal property on Fort Hood is required to be turned in to the Provost Marshal Office (PMO), without a waiting period.

Items that become government property

- cannot be given to individuals
- is turned in to the Defense Reutilization and Marketing Office (DRMO) IAW AR 735-5.

2g

Baggage

This procedure is necessary to assist in identifying and locating owners.

Transportation officer or their designated representative

- periodically contacts or visits local terminals, stations, or baggage storage areas of the carriers serving Fort Hood to ensure owners are promptly claiming personal baggage.
- accepts abandoned or undeliverable personal baggage whenever it
 - is apparently the property of soldiers or civilian personnel
 - is in the possession of the carriers, and
 - cannot be delivered to the owner because
 - of insufficient identification to deliver to owner or
 - owner is reassigned overseas.
- requests the carrier agent to release only Government-owned property that the baggage may contain, if a carrier is not willing to release abandoned or undeliverable baggage because of accrued charges
- furnishes an inventory (receipt) upon request when Government-owned property is removed from the custody of a carrier
- requests the Abandoned Property Office, Supply Division, to dispose of the contents as follows:
 - Government-owned and personal clothing items according to the regulation of the services concerned.
 - Privately-owned property as outlined in block 2b.

2h

PRIVATELY OWNED VEHICLES (POV's)

3

Unit Commander and Soldiers

When a commander learns of a soldier's disabled POV belonging to an individual assigned to his/her unit, the commander will

- take action to remove the POV from Fort Hood at the expense of the individual
- notify the MP's to have the vehicle removed from the area.

Disabled POV's are not abandoned property.

Before the Military Police (MP's) pick up such a vehicle, the owner of the vehicle should be given a written order by the deputy installation commander to

- remove the vehicle from Fort Hood within a stated period of time or
- face disciplinary action for violating a lawful order.

The individual could

- release the vehicle unconditionally to the U.S. Government and
- authorize the Government to dispose of the POV in any suitable manner releasing and discharging the Government from any and all claims and demands by persons which could otherwise be asserted because of the disposition of the POV.

3a

Abandoned Property Office

The Abandoned Property Office

- POV's will not be put in the abandoned vehicle area without a representative from the Abandoned Property Office being present.
 - turn-in will be accepted at the vehicle storage yard just off 304th St., Monday through Friday, 0730 to 1500

Continued on next page

Abandoned Property Office (Continued)

- no trash will be in the vehicle - only parts belonging to the vehicle and all doors
- trunk deck will be open on the vehicle when possible without damage to the vehicle.

3b

MP's

The MP's

- notify the Abandoned Property Office, Building 4226, at 287-4623 or 287-4618, for turn-in of abandoned POV's.
- complete and attach the required documents to DD Form 1348 (DOD Single Line Item Requisition System Document)
 - DA Form 4137 (Evidence/Property Custody Document)
 - FH Form 672 (Military Police Checklist for Vehicle Impounding Lot)
 - Report of Abandoned or Unsafe Vehicle
 - 10-28 (Vehicle VIN # Registration Check), and
 - 10-29 (Wanted Vehicle Check).

3c

Lien Holders

When a lien holder shows up on the 10-28 check, the lien holder's name and address will be complete before the Abandoned Property Officer will accept the vehicle.

The Abandoned Property Office

- notifies the lien holder by registered mail
- cannot legally sell or turn in to DRMO a POV which has a lien or has uncompleted installment payments without obtaining the consent of the bank, company, individual to whom money is owed, or the dealer.

3d

POV's Without Identification

Units turn in POV's without identification to DRMO on DA Form 1348-1 (DOD Single Line Item Requisition System Document (Manual)) classifying the POV as

- scrap metal
- by so many pounds, and
- weight of what is left of the POV.

3e

CID

Turn-in by CID is accompanied by DA Form 4137 with the release signed by the SJA Office, before it is turned in to the Abandoned Property Office.

CID

- notifies the Abandoned Property Officer, Building 4226, Phone 287-4618 or 287-4623
- completes required documents.

Turn-in to Abandoned Property Office is done when documents are completed.

3f

WHEN OWNERSHIP HAS BEEN DETERMINED

4

Who May Claim Property

Any time prior to disposition the property may be claimed by the

- owner
- heirs
- next of kin, or
- legal representative.

Continued on next page

Who May
Claim
Property
(Continued)

If property is claimed by other than the owner, the transmittal document will contain the following statement:

"The action of this installation in transmitting the property does not vest title in the recipient. Such property is forwarded to you to be retained or disposed of as custodian, according to the law of the State of the owner's residence."

4a

Shipping
Claimed
Property

If shipment at government expense is authorized, contact the Transportation Office, Out-Bound Division for documentation required IAW AR 700-84, para d.

Property not authorized to be shipped at government expense may be shipped

- prepaid
- at the expense of the recipient,
- by commercial means (railway express, bus, etc.).

Property may be mailed parcel post at the expense of the recipient based on

- shipping weight of the package
- insurance, and
- return receipt requested.

The recipient should forward a money order payable to the Postmaster, Killeen, Texas to pay for mailing cost.

4b

WHEN OWNERSHIP HAS NOT BEEN DETERMINED

5

Identifica-
tion of the
Property
Owner

When identification of the property owner cannot be made, it will be turned in as outlined in block 6a, without a waiting period.

Prior to the Abandoned Property Office accepting such POV's, copies of the following must be attached to the turn-in document.

- 10-28 check and
- 10-29 check.

5a

TURN-IN PROCEDURES

6

Turn-in
Procedures

Commanders will prepare turn-in on DA Form 3161

- in three copies (fig 1)
- in five copies (fig 2 and 3), and
- attach copies of all correspondence done before turn-in

All others turn-in discovered property

- as prescribed in block 2g
- according to the procedures set up by the Fort Hood PMO.

Turn-in will be accepted in Building 4226, phone 287-4618/4623, Monday through Friday, 0730 to 1500 only.

6a

Findings

Where other regulations under which the Abandoned Property Officer functions specifically provide the form of finding, such form will be followed IAW DOD 4160.21-M.

In the absence of specific provisions, the finding will be a clear and concise statement of the facts established and the conclusions of the Abandoned Property Officer.

6b

**Filing of
Claims**

Any claims for proceeds received from the personal property under this regulation will be referred to the General Accounting Office (GAO).

Claims filed after 5 years from the date of disposal of the property are barred from being acted on by the court or the GAO (DOD 4160.21-M, para 52d).

6c

FOR THE COMMANDER:



JOHN C. BAHNSEN
Brigadier General, USA
Chief of Staff

T. J. LEONARD
COL, AG
DOIM

6 Figures

1. DA Form 3161, Request for Issue or Turn-in.
2. DD Form 1348-1, DOD Single Line Item Release/Receipt Document (Trans Off)
3. DD Form 1348-1, DOD Single Line Item Release/Receipt Document (PMO)
4. DA Form 3078, Personal Clothing Request
5. DA Form 3161, Request for Issue or Turn-in
6. DA Form 4137, Evidence/Property Custody Document

DISTRIBUTION:

IAW FH FORM 1853, B
Plus: Sup Div, DOL (100)
IM-Pubs (100)
IM-AO (2)
IM-ARL (1)

REQUEST FOR ISSUE OR TURN-IN (D.A.P.M. 7(0-2-1))		ISSUE SHEET NO. SHEETS		3. REQUEST NO. 6030-0001		4. VOUCHER NO.	
1. SEND TO: Abandoned Property Officer Bldg 4226, Fort Hood, TX 76544		X		5. DATE MATERIEL REQUIRED		6. DODAAC	
2. REQUEST FROM: A CO 2/50th INF 2AD		9. END ITEM IDENT		9a. NAME/MANUFACTURER		9b. MODEL	
*CODE ISSUE F-Initial R-Replacement		TURN-IN FWT-Fair Wear And Tear RS-Report of Survey		10. PUBLICATION		11. JOB ORDER NO.	
EX-Excess SC-Stmt of Charges		UNIT OF ISSUE		QUANTITY		CODE*	
12. ITEM NO.		ITEM DESCRIPTION		SUPPLY ACTION		UNIT PRICE	
a		c		d		e	
b		ea		1		TOTAL COST	
1		Suitcase, leather		ea		1	
2		Handbag, leather		ea		1	
3		Trousers, civ		pr		6	
4		Shirt, civ		ea		10	
5		Radio, BN: RCA, SN:---		ea		1	
6		Shaving kit w/access.		kt		1	
7		Shoe shine kit w/access.		kt		1	
8		Unershirt, civ.		ea		9	
//////////		//////////LAST ITEM//////////		//////////		//////////	
		I CERTIFY THAT ABOVE LISTED PERSONAL CIVILIAN CLOTHING, PROPERTY OF PFC JOHN DOE, SSN: 123-45-6789 IS A TRUE AND CORRECT TURN-IN OF THE PERSONAL BELONGINGS AND EQUIPMENT AND THAT ALL RECOVERABLE ITEMS ABANDONED, REFLECTED ON THE INVENTORY ARE INCLUDED IN THIS TURN-IN. DFR 1 JANUARY 1986.					
		NOK: Mr. John Doe Sr. 112 Pasadena Ave. San Jose, MA 09164		SIGNATURE OF UNIT CDR.		SHEET TOTAL	
13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED		DATE		14. ISSUE CTY DATE		15. REC QTY IN "SUPPLY ACTION" COLUMN	
6078		BY		SGT Abe Lincoln		GRAND TOTAL	

Figure 1

REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.



28 February 1986

FH Reg 210-55

(SEE REVERSE SIDE FOR PRIVACY ACT STATEMENT)

For use of this form, see AR 700-84, the proponent agency is The Deputy Chief of Staff for Logistics.

NAME (Last, first, MI) (Social Security Number) DOE, John A. 123-45-6789				CATEGORY (Check one) <input checked="" type="checkbox"/> ACTIVE ARMY <input type="checkbox"/> NG <input type="checkbox"/> USAR		DATE 30 Jan 86	VOUCHER NUMBER
GRADE SP4		ORGANIZATION A CO 2/50th INF 2AD		PHONE NUMBER		TYPE OF TRANSACTION: ISSUE: <input type="checkbox"/> Initial <input type="checkbox"/> Suppl <input type="checkbox"/> Grt <input checked="" type="checkbox"/> Inventory <input type="checkbox"/> Retain	
AUTHORIZED BY (CAN BE USED FOR CIVILIAN CLOTHING ALSO)				APPROVED BY OR USE PLAIN BOND PAPER			DATE APPROVED
QUANTITY	ARTICLES (Common)	UNIT COST	TOTAL COST	QUANTITY	ARTICLES (Female) (OR)	UNIT COST	TOTAL COST
1	Bas. 0000 civ.			1	Bas. 0000 civ.		
1	Belt, 0000 civ.			1	Coat, 0000 (light wt. civ.)		
1	Boots, 00 civ.			1	Coat, 0000 (Heavy) civ.		
2	Buckle, 00000000 civ.				00000000		
1	Cap, 00000000 civ.			1	Handbag civ.		
3	Coat, 00000000 (Lgt wt) civ				0000		
1	Coat, 000000 (heavy)				000000		
1	Gloves, 10000000 civ.			2	Jacket, 000000 civ.		
	000000				00000000		
	000000				00000000		
	00000000			4	Scarf, 0000		
	000000			4	Shirt, 0000		
6	Socks, 000000 civ.				00000000		
5	Towel, bath civ.				00000000		
4	Trousers, 000000 civ.			3	Shoes, 0000		
2	Undershirt, 0000 civ.			4	Shirt, 0000 civ.		
6	Undershirt, 0000 civ.				000000		
				2	Socks, 000000 civ.		
					00000000		
					000000		
	ARTICLES (Male)						
	Buckle, belt, yellow brass						
	Cap, garrison, AG 344						
	Coat, all weather						
	Coat, all seasons, AG						
	Coat, AG 344						
	Drawers, colored						
	Drawers, white						
	Necktie						
	Shirt, LS, AG 415						
	Shirt, SS, AG 415						
	Shoes, dress						
	Socks, ctn-nylon						
	Trousers, AG 344						
	Trousers, all seasons, AG						
	Initials Unit Cdr				E6 Joe Smith		
	SM (had) (did not have) adequate storage facilities and equipment (was) (was not) secure.				Signature of individual designated to take the inventory.		
REMARKS:				SIGNATURE OF RECIPIENT			
				TOTAL VALUE			

SAMPLE

DATA REQUIRED BY THE PRIVACY ACT OF 1975

AUTHORITY: Title 10, USC 3012.

PRINCIPAL PURPOSE: The personal clothing request provides an accountable document for clothing received by enlisted personnel.

ROUTINE USES: Your social security number is used as additional/alternate means of identifying the individual so the clothing request will be filed in the correct Military Personnel Record Jacket.

DISCLOSURE: Voluntary.



REQUEST FOR ISSUE OR TURN-IN		ISSUE		TURN-IN		REQUEST NO		VOUCHER NO	
1. SEND TO SUPPLY DIV, CLOTHING CLASSIFICATION SEC. Bldg 4126		2. REQUEST FROM		3. REQUEST NO		4. VOUCHER NO		5. ACCOUNTING DATA	
6. DODAAC		7. PRIORITY		8. ACCOUNTING DATA		9. MODEL		10. SERIAL NO.	
9. END ITEM IDENT		10. PUBLICATION		11. JOB ORDER NO.		12. TOTAL COST		13. DATE	
14. UNIT OF ISSUE		15. QUANTITY		16. SUPPLY ACTION		17. CODE		18. UNIT PRICE	
19. ITEM DESCRIPTION		20. STOCK NO.		21. ISSUE		22. QUANTITY		23. DATE	
1	Belt, trousers	8440-00-270-0535	(S)	ea	2				
2	Buckle, belt	8315-00-275-4513	(S)	ea	1				
3	Cap, garrison	8405-00-985-7384	(S)	ea	1				
4	Cap, service	8405-00-965-2088	(S)	ea	1				
5	Cap, utility	8405-00-177-4834	(S)	ea	1				
6	Coat, WL Serge AG-44	8405-00-286-5131	(S)	ea	1				
7	Coat, WL Poly AG-344	8405-00-965-1592	(S)	ea	1				
8	Glove, Shell	8415-00-269-5700	(S)	ea	1				
9	Glove, Insert	8415-00-682-6575	(S)	ea	2				
10	Insignia, cap ser.	8455-00-261-4678	(S)	ea	1				
11	Necktie, black	8440-00-926-6604	(S)	ea	2				
12	Shirt ctn Khaki	8405-00-292-9381	(S)	ea	3				
				TOTAL	17				
John Doe, SSN: 123-45-6789, is being discharged from the service in accordance with AR 635-200, Chap Discharge and is not required to reserve obligation. Washable clothing will be cleaned and dried before turn-in.									
13. ISSUE/TURN-IN "QUANTITY" COLUMN IS REQUESTED								14. ISSUE QTY DATE	
15. "SUPPLY ACTION" COLUMN								16. DATE	
17. BY								18. BY	
19. COMMANDING								20. COMMANDING	
21. GRAND TOTAL								22. GRAND TOTAL	

REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED. U.S. GOVERNMENT PRINTING OFFICE: 1983-3161

Figure 5



28 February 1985

FH Reg 210-55

ITEM NO.	DATE	RELEASED BY		RECEIVED BY		PURPOSE OF CHANGE OF CUSTODY
		SIGNATURE	NAME, GRADE OR TITLE	SIGNATURE	NAME, GRADE OR TITLE	

FINAL DISPOSAL ACTION

RELEASE TO OWNER OR OTHER (Name Unit) (Individuals name or next of kin or legal representative)

DESTROY Item 1 to be destroyed

OTHER (Specify) Items 2 - 5 to be turned in to APO

FINAL DISPOSAL AUTHORITY

ITEM(S) 1 - 5 ON THIS DOCUMENT, PERTAINING TO THE INVESTIGATION INVOLVING FFC

Smith, Joseph L. B/L/SCAV/1CD (IS) (ARE) NO LONGER (Grade)

REQUIRED AS EVIDENCE AND MAY BE DISPOSED OF AS INDICATED ABOVE (If article(s) must be retained, do not sign, but explain in separate correspondence.)

DRAKE, JONATHAN, CPT, SJA 13 JUN 78
(Typed/Printed Name, Grade, Title) (Signature) (Date)

WITNESS TO DESTRUCTION OF EVIDENCE

THE ARTICLE(S) LISTED AT ITEM NUMBER(S) _____ WAS (WERE) DESTROYED BY THE EVIDENCE CUSTODIAN, IN MY PRESENCE, ON THE DATE INDICATED ABOVE

(Typed/Printed Name, Organization) (Signature)

