

OFFICE OF THE PROVOST MARSHAL  
Marine Corps Air Station  
New River, Jacksonville  
North Carolina 28545-5000

5500.1  
PMO  
13 Feb 86

PROVOST MARSHAL'S POLICY LETTER 07-86

From: Provost Marshal  
To: Distribution List

Subj: LOST AND FOUND DEPOSITORY

Encl: (1) Sample Letter, Request for Value Determination  
(2) Sample Letter, Request for Assignment of a SNCO for Inventory  
(3) Sample Letter, Request for Disposal Authorization

1. BACKGROUND. Due to the numerous articles of lost and abandoned property which are turned over to the Military Police, the Lost and Found Depository was established as a means of accountability, safeguarding, and returning the property to the rightful owners, if possible. Any property received will be placed into the Lost and Found Depository and diligent attempts will be made to identify and return the property to the rightful owner, next of kin, heirs, or legal representative.

2. SECURITY OF LOST AND FOUND PROPERTY. All lost and found property except firearms, ammunition, explosives, perishables, and items too large to fit will be maintained in the designated storage room.

a. Firearms and ammunition will be stored in the CID evidence locker. The evidence custodian will receipt for these items from the Lost and Found Property Custodian.

b. Explosives will be stored by Explosive Ordnance Disposal personnel.

c. Perishable items will not normally be designated as lost and found property. If the owner of perishable items cannot be located by the MPs, these items will be disposed of at once, by the MPs, with an appropriate log-book entry by the Desk Sergeant.

d. The storage location for excessively large items will be determined by the Provost Marshal on a case by case basis.

e. The storage room designated as the Lost and Found Depository should be an interior room and located within an area where it is generally under the surveillance of duty personnel, but at a minimum must meet the following requirements:

(1) Only one door, reinforced and equipped with at least one locking device.



(2) Windows and/or air vents sufficiently blocked to prevent unauthorized entry.

(3) Individual numbered bins and/or lockers for separating property.

f. A Lost and Found Property Custodian will be appointed in writing by the Provost Marshal. Consideration should be given to assigning the duties of Lost and Found Custodian to an individual whose duties usually require his/her presence in the general area. The custodian will retain one key to the depository in his/her possession at all times. A duplicate key will be kept in a sealed envelope by the Key and Lock Custodian. Prior approval of the Provost Marshal will be obtained before the duplicate key is used to open the depository.

3. RECEIVING LOST AND FOUND PROPERTY. Close liaison with the CID and NIS must be maintained to determine if Lost and Found Property has any evidential value. This procedure will be accomplished by providing CID and NIS a list of all items on a "Memorandum for the Record" (MFR) weekly for comparison with their list of reported stolen items. In addition, the MFR will include a listing of all persons whose wallets/purses have been found for CID and NIS to compare with their list of robbery/theft victims. Items identified as having evidential value may be transferred to the evidence custodian, as appropriate.

a. Each item of property to be released to the Lost and Found Depository will be receipted for on a separate NAVMC Form 10844 (Military Police Receipt for Property), and tagged with NAVMC Form 10845 (Military Police Property Identification Tag). No item of property will be received by the custodian without the aforementioned being accomplished.

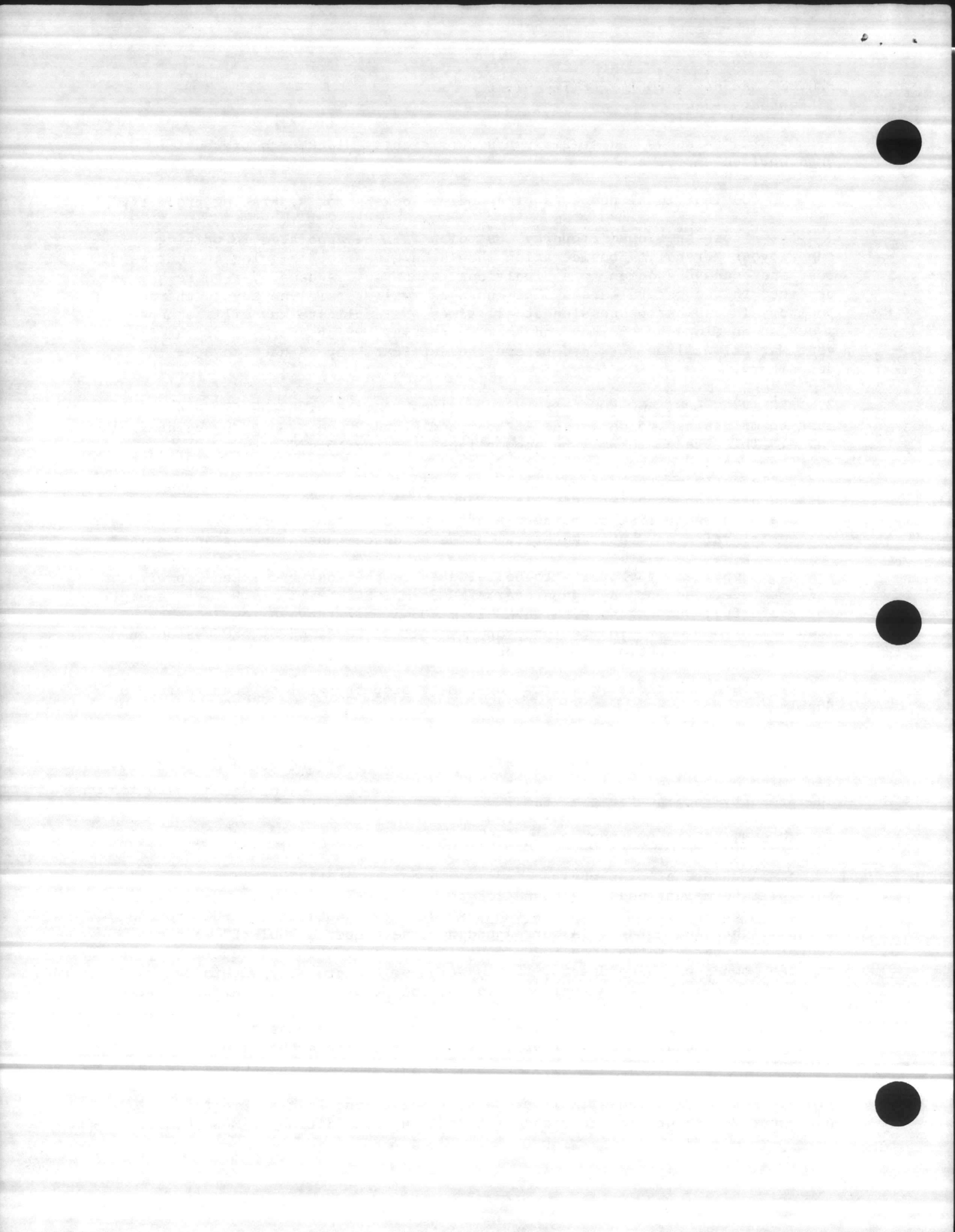
b. Items identified as U. S. Government property will be transferred to Supply.

c. For other items of property, a request will be made, using enclosure (1), to the Station value determination board for lost and found property to determine each item's value. The board's report will be maintained along with the property receipt for the item.

4. ACCOUNTABILITY OF PROPERTY

a. A record of property receipts for property stored within the depository will be maintained in a bound ledger with numbered pages. The first property receipt received during the year will be annotated "001-82" in the bottom right-hand corner. A corresponding line numbered "001-82" in the ledger will reflect the date the property was received in the depository, the rightful owner of the property, the location of the property within the property room and the final disposition of the property. A file folder will be initiated for each item to contain the property receipt, value determination letter, notification to owner, CID/NIS MFR, and request for disposal letter. Additional control of property will be governed the same as the current edition of MCO 5830.2, Instructions for Handling Physical Evidence. All property receipts will be completed showing who receives custody of the property at final release. All property receipts and ledgers are to be permanently retained in accordance with the current edition of MCO 5830.2.





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b. The lost and found depository will be inventoried monthly and upon assignment of a new custodian.

(1) Monthly inventories will be conducted by the custodian and a SNCO assigned by the Provost Marshal. Each third monthly inventory (March, June, September, December) will be witnessed by a disinterested SNCO assigned by the Commanding Officer.

(2) Upon assignment of a new custodian, an inventory will be conducted by a disinterested SNCO assigned by the Commanding Officer in the presence of the old and new custodians.

(3) The custodian will initiate a request, enclosure (2), to the Commanding Officer for a disinterested SNCO in advance of the inventory date.

5. DISPOSAL OF LOST AND FOUND PROPERTY. Property will be disposed of in accordance with the current edition of DOD Manual 4160.21 and the instructions contained herein. All items identified for disposal will be listed on a request for disposal, enclosure (3), and submitted to the Provost Marshal for approval.

a. Title 10 USC 2575 (NOTAL) requires that diligent efforts be made to identify and find the owner(s), heir(s), next of kin, or legal representatives of lost, abandoned or unclaimed personal property.

(1) If that search is unsuccessful and if the value of the property is:

(a) Under \$25.00, the property may be disposed of at once by the custodian.

(b) \$25.00 or more, the property will be retained for 120 days then transferred to the Defense Reutilization Marketing Office (DRMO).

(2) If the search is successful, enclosure (4) will be completed and mailed (certified or registered return receipt requested) to the last known address. Unless sooner claimed, the property will be retained for 120 days from the date the notification is mailed then transferred to DRMO using enclosure (3).

b. Persons claiming property will be required to produce proof of ownership. Those cases wherein the person is unable to produce satisfactory proof of ownership, will be referred to the Provost Marshal for resolution.

c. When property is released to persons identified in subparagraph 5a above, other than the owner, the following statement will be entered in the "purpose for change of custody" block of the property receipt:

"For return to owner, see note  
under the description of articles."

The following statement will be entered in the description of articles block:



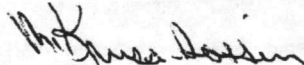
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"I understand that the release of this property to me does not vest title of the property with me. I am receiving this property as custodian for the owner to be retained or disposed of in accordance with the laws of the State of the owner's residence."

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Signature

  
M. KRUSA-DOSSIN

Distribution A







OFFICE OF THE PROVOST MARSHAL  
Marine Corps Air Station  
New River, Jacksonville  
North Carolina 28545-5000

5500  
PMO

\_\_\_\_\_  
(Date)

From: Lost and Found Custodian  
To: Provost Marshal

Subj: PROPERTY VALUE DETERMINATION BOARD

1. It is requested that a value determination be made for the following items:

<u>ITEM</u>	<u>VALUE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

FIRST ENDORSEMENT

From: Provost Marshal  
To: Lost and Found Custodian

1. The above item(s) have been inspected and the value of each is annotated above.

\_\_\_\_\_  
Signature

ENCLOSURE (1)



OFFICE OF THE PROVOST MARSHAL  
Marine Corps Air Station  
New River, Jacksonville  
North Carolina 28545-5000

5500  
PMO

From: Provost Marshal  
To: Commanding Officer, Headquarters and Headquarters Squadron, Marine  
Corps Air Station, New River

Subj: REQUEST FOR ASSIGNMENT OF A SNCO FOR INVENTORY

Ref: (a) MCO 5320.2B

1. The reference requires periodic inventories of the Lost and Found Depository by a disinterested SNCO. The next inventory must be completed within 15 days of this date and should require no more than two hours.

2. Accordingly, it is requested that a SNCO be assigned to perform this task. The SNCO assigned should contact the Operations Chief, Provost Marshal's Office, at extension 6111, to schedule this inventory.

M. KRUSA-DOSSIN

\_\_\_\_\_  
(Date)

FIRST ENDORSEMENT

From: Commanding Officer  
To: Provost Marshal

1. Returned. The SNCO assigned is \_\_\_\_\_.

\_\_\_\_\_  
Signature

ENCLOSURE (2)





OFFICE OF THE PROVOST MARSHAL  
Marine Corps Air Station  
New River, Jacksonville  
North Carolina 28545-5000

5500  
PMO

From: Lost and Found Custodian  
To: Provost Marshal

Subj: DISPOSITION OF LOST AND FOUND PROPERTY

1. Authorization is requested to dispose of the following item(s) of property as indicated.

<u>ITEM</u>	<u>REASON</u>	<u>DISPOSITION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

FIRST ENDORSEMENT

From: Provost Marshal  
To: Lost and Found Custodian

1. Returned, approved.

\_\_\_\_\_  
Signature

ENCLOSURE (3)

