



DEPARTMENT OF THE NAVY  
NAVAL AMPHIBIOUS BASE LITTLE CREEK  
2600 TARAWA COURT SUITE 100  
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:  
NAVPHIBASELCREEKINST 4500.1  
N02L  
20 DEC 2001

NAVPHIBASELCREEK INSTRUCTION 4500.1

Subj: DISPOSITION OF LOST, ABANDONED, OR UNCLAIMED PRIVATE PROPERTY

Ref: (a) 10 U.S.C. Section 2575  
(b) DoD Directive 4160.21-M

Encl: (1) Standard Operating Procedures in the Disposition of Lost, Abandoned, or Unclaimed Private Property

1. Purpose. To establish policy and guidelines for the disposition of abandoned, lost, or unclaimed private property located on board Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK).

2. Background. Reference (a) sets forth the statutory provisions governing the disposition of abandoned, lost, or unclaimed private property located on board military installations. Reference (b) is the governing Department of Defense regulation which clarifies the guidance set forth in reference (a).

3. Policy

a. Supervisors must take effective steps to prevent the abandonment of personal private property by individuals under their cognizance. Personnel who lawfully maintain personal property on board NAVPHIBASE LCREEK shall safeguard and, when necessary, properly dispose of personal property. Personnel who may no longer lawfully maintain personal property on board NAVPHIBASE LCREEK shall remove or dispose of all personal property from the installation prior to departure.

b. Personnel who intentionally abandon private property on board NAVPHIBASE LCREEK will be subject to reimbursement of the government for incurred costs associated with disposing of such property. The government may recover such costs through the garnishment of an individual's pay, withholding of income tax refunds for indebtedness to the U.S. Government, and disciplinary and/or adverse administrative action under the Uniform Code of Military Justice.

4. Action

a. NAVPHIBASE LCREEK Security Officer

20 DEC 2001

(1) Dispose of abandoned, lost, or unclaimed private property as set forth in enclosure (1).

(2) Ensure that effective measures are taken to ensure that abandoned, lost, or unclaimed private property is not maintained on board NAVPHIBASE LCREEK. This includes the collection of, and storage of, such property until disposition is lawfully accomplished pursuant to references (a) and (b), and enclosure (1).

(3) Ensure that security personnel working under the cognizance of the Security Officer fully understand the procedures in the disposition of abandoned, lost, or unclaimed private property found aboard NAVPHIBASE LCREEK.

(4) Notify the NAVPHIBASE LCREEK Staff Judge Advocate when it appears that an individual intentionally abandoned personal private property on board NAVPHIBASE LCREEK and take all necessary investigative steps to determine whether this took place.

b. NAVPHIBASE LCREEK Staff Judge Advocate

(1) Provide legal advice and guidance to the Security Officer in the disposition of abandoned, lost, or unclaimed private property.

(2) Ensure all actions are taken within the guidelines of references (a) and (b).

(3) Evaluate all claims for personal private property which has already been disposed of under the guidance of references (a) and (b), and this instruction.

(4) Evaluate all instances in which it appears that an individual intentionally abandoned personal private property and take appropriate disciplinary and/or adverse administrative action against such individuals.

c. NAVPHIBASE LCREEK Morale, Welfare, and Recreation (MWR) Storefront Manager

(1) When entitled to abandoned, lost, or unclaimed private property pursuant to this instruction, examine all such property for possible use by NAVPHIBASE LCREEK MWR by its patrons. In the alternative, NAVPHIBASE LCREEK MWR may arrange for the sale of such items and, after the costs of disposition are recouped, may receive the proceeds of the sale.

(2) Notify the Security Officer if MWR does not wish to accept abandoned, lost, or unclaimed private property.

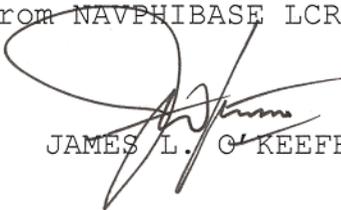
20 DEC 2001

d. NAVPHIBASE LCREEK Chaplain

(1) When entitled to abandoned, lost, or unclaimed private property pursuant to this instruction, examine all such property for charitable distribution.

(2) Promptly notify the Security Officer when the Chapel does not wish to utilize abandoned, lost, or unclaimed property to which it is entitled under this instruction.

e. NAVPHIBASE LCREEK Departments/Storefronts, Resident Commands, and Ships Homeported Little Creek: Ensure that subordinates safeguard their personal property, and that such property shall be properly disposed of prior to the permanent departure of that individual from NAVPHIBASE LCREEK.



JAMES L. KEEFE III

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P

List IA, IB(1, 1A, 2, 2A, 3, 3A only), IC, ID - Case A

List II

List III

Stocked by:

Commanding Officer

Naval Amphibious Base, Little Creek

2600 Tarawa Court, Suite 100

Norfolk, VA 23521-3297

20 DEC 2001

STANDARD OPERATING PROCEDURES IN THE DISPOSITION OF ABANDONED,  
LOST, OR UNCLAIMED PRIVATE PROPERTY

1. When private property is found on, or comes into the custody or control of, a military installation and has apparently been lost, abandoned, or left unclaimed for any reason, the NAVPHIBASE LCREEK Security Officer shall complete the following:

a. Examine the property and prepare a complete dated inventory of the property, including its estimated fair market price. One copy shall be made for the following:

(1) Base Precinct files.

(2) The property itself, where it shall be kept physically with the property.

(3) If military, the service record of the known lawful owner, and, if a civilian Navy employee, with the Human Resources Office.

(4) When identified and contacted, one copy to the owner, their heirs, next of kin, or legal representatives.

b. Conduct inquiries to locate owner, their heirs, next of kin, or legal representatives.

c. Ensure that property is secured to prevent theft or pilferage.

d. Segregate and tag the property identified as belonging to the owner or believed to be the owner, with the name, service number, and/or other identification.

e. Non-durable personal goods which have a nominal value (e.g., toiletries, cosmetics, used/soiled personal items, and undergarments) may be listed on the inventory and discarded.

2. If the owner is determined, they, their heirs, next of kin, or legal representatives may claim the private property.

3. If the private property is not claimed, or if the owner, their heirs, next of kin, or legal representatives, is not found, the following notice will be sent by certified mail to their last known address:

"Under Section 2575 of Title 10 of the United States Code, you are hereby advised that the private property described above shall be sold or otherwise disposed of at (location, on [approximate date]). A request for the return of property shall be honored if received before the time specified."

Enclosure (1)

20 DEC 2001

4. The above statement will be sent at least 45 days before any disposal actions are taken for private property under references (a) and (b). If the lawful owner can not be found after 45 days from the date of receipt by the owner or from the date of the return of the certified mail receipt, the property shall be disposed of in the following manner:

a. NAVPHIBASE LCREEK MWR, at their discretion, shall be given the opportunity to accept the items.

b. If NAVPHIBASE LCREEK MWR does not accept the property, it may be sold, with the proceeds of such sale going first towards the costs of processing the disposal of the property, with any excess proceeds going to NAVPHIBASE LCREEK MWR.

c. If NAVPHIBASE MWR does not or cannot dispose of such property for whatever reason, it may be given to the NAVPHIBASE LCREEK Chapel. The Chapel may then use the property for charitable purposes as it sees fit.

d. If none of the above can be accomplished, the property shall be recycled or thrown away.