

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
Headquarters, United States Army Garrison, Fort Jackson  
Fort Jackson, South Carolina 29207-5100

REGULATION  
NUMBER 28-1

1 May 2005

Morale, Welfare, and Recreation  
DISPOSITION OF UNCLAIMED PROPERTY

1. **PURPOSE.** This regulation establishes procedures for the proper receipt, handling, and disposition of unclaimed property that has been received by Directorate of Emergency Services (DES) and transferred to Directorate of Morale, Welfare, and Recreation (DMWR) for disposition.

2. **APPLICABILITY.** This regulation delegates authority and assigns the functions and responsibilities of agencies and individuals involved with the receipt, handling, and disposition of unclaimed property.

3. **PROCEDURES.**

a. DES authority and responsibilities include:

(1) Items turned in to the Military Police Desk Sergeant will be recorded on DA Form 4187 as "Found on Post."

(2) The DES Lost and Found Custodian will be notified and pick up the item immediately or as soon as possible.

(3) The custodian will prepare a DA Form 4002, affix the tag to the item, and complete the appropriate entry into the Lost and Found Ledger.

(4) The item will be secured in the Lost and Found Storage Room until completion of the investigation in accordance with DOD 4160.21M and AR 15-6.

(5) The Provost Marshal will appoint an investigating officer to investigate the lost, abandoned, or unclaimed personal property in accordance with DOD 4160.21M and AR 15-6.

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\*This regulation supersedes FJ Regulation 28-1, dated 1 August 2000

(6) The investigating officer will perform the tasks set forth in DOD 4160.21M, paragraph 40f.

(a) Examine the property and prepare a written and dated inventory of the property including its estimated current, fair-market value.

(b) Make diligent inquiries to locate the owner(s) or their heirs, next of kin, or legal representatives. If an owner is determined, that person, their heirs, next of kin, or their legal representative may claim the property at any time before disposition. If the property is claimed by anyone other than the owner, the transmittal letter or document shall 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, in accordance with the laws of the state of the owner's residence." If the property is not claimed, or if the owner, heirs, or next of kin, or legal representative is not found, the investigating officer will ensure the following or a similar notice is sent by certified or registered mail to the owner at the last known address at least 45 days before any disposal actions are taken:

"Under the law, Title 10, USC, Section 2575, you are hereby advised that the property described above shall be sold or otherwise disposed of at (location) on (approximate date). A request for the return of the property shall be honored, if received before the time specified. Request for return of the property after the specified time shall be honored, only if disposition has not been made."

(c) Ensure the property is and has been kept in safekeeping by the activity having physical custody to prevent theft, pilferage, or unwarranted deterioration.

(d) Segregate and tag, with the name, service number, or other identification, of the person believed to be the owner of property which as been identified as belonging to an individual.

(e) Ensure items such as toilet articles, cosmetics, used/soiled personal items, undergarments having no value except to the original owner, are excluded from the expanded processing for lost, abandoned, or unclaimed property. These items will be listed on the property inventory, but will be discarded by the generating activity with such action annotated in the remarks portion of the inventory listing.

(f) Complete his or her investigation and record the findings and recommendations.

(g) Prepare a memorandum listing all items to be disposed of to DMWR, ATTN: Warehouse Manager (phone 4-1920). The memorandum will also have a "received by"

signature line and a “date received” line. The items will be taken to building 3500 (Warehouse 22) and released to the DMWR Warehouse Manager or designated representative. Ensure a copy of the signed memorandum is maintained on file for a minimum of five years.

(h) Unclaimed money will be deposited into the general fund of the U.S. Treasury at Wachovia Bank, Fort Jackson Branch. The confirmed copy of the deposit ticket (SF 215) and the original copy of the Cash Collection Voucher (DD Form 1131) will be forwarded to DFAS-Rome OPLOC, Disbursing Branch, for processing.

b. DMWR authority and responsibilities include:

(1) The Warehouse Manager will receive the listed items from DES and have the responsibility for storage, accountability, and disposition or sale of the items.

(2) Sales procedures.

(3) The Warehouse Manager will maintain records of inventories, disposition, and sales documentation for five years.

(4) In the event the owner(s) of an item that has been disposed of or sold make a claim for the item and can prove ownership, the nonappropriated fund will reimburse the owner 80% of the amount the item was sold for.

(5) Proceeds from the sale of unclaimed property will be deposited at Wachovia Bank, Fort Jackson Branch, using the accounting classification furnished by the DRM. Eighty percent of the gross sales proceeds will be transferred by the DRM to the MWR single fund on a quarterly basis.

c. Directorate of Resources Management will retain twenty percent of the gross sale proceeds to defray processing and handling costs of the DES. Eighty percent of the gross sales proceeds will be provided DMWR. These funds will be electronically fund transferred on a quarterly basis.

4. MANAGEMENT INFORMATION REQUIREMENT. This publication required no MIR.

5. REFERENCES.

a. AR 15-6.

FJ Reg 28-1

- b. DOD 4160.21M, w/Change 1.
- c. DOD 7000.14R, Financial Management Regulation, Volume 12, Chapter 25.
- d. DFAS-IN Manual 37-100-00.
- e. 10 USC 2575.
- f. Message, RO41315Z Dec 98, Subject: Disposition of Proceeds from Sale of Unclaimed Property.

(IMSE-JAC-MWN)

FOR THE COMMANDER:

OFFICIAL:

EDDIE A. STEPHENS, JR.  
Colonel, General Staff  
Garrison Commander

/signed/  
PATRICIA KELLY-JOHNSON  
Records Management Division

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