



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5500.5E
N34
22 MAR 2021

NAVSUPPACT NAPLES INSTRUCTION 5500.5E

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: HANDLING AND PROCESSING LOST AND FOUND PROPERTY

Ref: (a) OPNAVINST 5530.14 (Series)
(b) DoD 70000.14-R

Encl: (1) Evidence/Property Custody Receipt (OPNAV 5580/22)

1. Purpose. This chapter prescribes the policy for the disposition of lost, abandoned or unclaimed non-Department of Defense (DoD) personal property and establish procedures and policies for handling and processing lost and found property on U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, per reference (a).

2. Cancellation. NAVSUPPACTNAPLESINST 5500.5D

3. Policy

a. Lost, abandoned, or unclaimed property shall be defined as any privately owned property which has come into the custody or control of the Security Office onboard NAVSUPPACT, Naples, Italy. Mislabeled or found DoD property will be returned to stock at NAVSUPPACT Naples Supply Department or the respective supply section.

b. NAVSUPPACT Naples may, by public or private sale, dispose of all lost, abandoned, or unclaimed personal property that comes into the custody or control of the Secretary's department, other than property subject to 10 United States Code 7712, 8392, or 9712.

c. A quarterly inventory/inspection will be conducted by the Security Officer or his designee to ensure the procedures in this instruction are complied with and to ensure accountability of property received by the custodian.

d. Property may not be disposed of until a diligent effort had been made to find the owner (or the heirs, next of kin, or legal representative of the owner). A diligent effort to find the owner (or the heirs, next of kin, or legal representative of the owner) must begin, to the maximum extent practicable, not later than seven days after the date on which the property comes into custody. The period for which that effort is continued must not exceed 45 days.

e. Notice of the time and place of the intended sale or other disposition must be sent by certified or registered mail to the applicable owner at their last known address. If the owner is determined but not found, the property may not be disposed of until the expiration of 45 days after the day the notice is sent to the owner.

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f. When a diligent effort to determine the owner is unsuccessful, the property may be disposed of without delay. If the property has a fair market value of more than \$300, it may not be disposed of until 45 days after the date it is received at the point of storage designated by the Secretary.

4. Responsibilities. Property seized by security personnel will be documented on enclosure (1) for subsequent release to the Lost and Found Custodian.

a. The Watch Commander will:

(1) Release the property to the Lost and Found Custodian during normal working hours.

(2) After working hours, place and log lost and found property items in the lost and found depositories located in the security precincts, Capodichino (building #403) and Support Site (building #2060). Items that are too large to place in the Lost and Found Depository will be placed in a secured locker.

b. The Lost and Found Custodian will:

(1) Maintain a Found Property Log Book to record the item description, the date the item was received by the Lost and Found Custodian, the location of the item, and the final disposition to include to whom the property was released.

(2) Establish a folder for each found item. The folder will be labeled with a log number, contain a legible copy of the Evidence/Property Custody Document, and information to include the dates and action taken to locate the owner of the subject property.

(3) Ensure the found property stored is labeled with sequential numbers and the calendar year (i.e., 01-11, 02-11, etc.).

(4) The Evidence/Property Custody Document and Found Property Log Book entries for all returned/disposed items will be clearly marked with "RETURNED/DISPOSED" and the date witnessed.

(a) If the owner is determined

1. The property may be claimed by the owner (or heir, next of kin, or legal representative), any time prior to final disposition. If the subject property is claimed by anyone 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, per the laws of the state of the owner's residence."

2. If the property is not claimed, and the owner (or heir, next of kin, or legal representative) cannot be contacted, the property may not be disposed of until the expiration of the 45 days following the day of notice.

(b) If the owner cannot be determined

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1. When diligent effort has failed to identify the owner (or heir, next of kin, or legal representative), the property may be turned over to the Defense Reutilization and Marketing Office (DRMO) for immediate disposition.

2. All found property will be retained by the Lost and Found Custodian for 45 days after the date it is received. The Custodian will prepare a letter of transmittal for the items to be released to a charitable organization (Thrift Store) or as directed by the Security Officer after consulting the Staff Judge Advocate.

5. Distribution and Claim of Proceeds. The proceeds from the sale of lost, abandoned, or unclaimed personal property found on a military installation, must be credited to the operation and maintenance account that funds the operations of that installation and be used to reimburse the installation for any costs incurred during the collection, transporting, storage, protection or selling of the property. Any proceeds which remains after the reimbursement of installation expenses must be utilized to support Morale, Welfare, And Recreation activities under the jurisdiction of the armed forces that are conducted for the comfort, pleasure, contentment, or physical or mental improvement of members of the armed forces at such installation. The net proceeds from the sale of other property must be deposited into the U.S. Department of the Treasury as miscellaneous receipts. The owner (or heir, next of kin, or legal representative) of personal property whose proceeds were credited to a military installation may file a claim with the Secretary of Defense for an amount equal to the proceeds. Amounts to pay the claim must be drawn from the morale, welfare, and recreation account for the installation that received the proceeds. The responsibility of the Secretary of Defense to consider such claims has been delegated to the court Under Secretary of Defense (Personnel and Readiness).

6. The Lost and Found Custodian will attempt to identify and locate the owner of the property using the following measures:

a. Asking the individual who turned over the property.

b. Checking previous security desk journals and incident reports to determine if the found property was reported lost or stolen through the NAVSUPPACT Naples Security Department. If the owner's command can be identified, they will be contacted as well.

c. If an item is marked or contains other documents identifying the owner by name or social security number, the respective unit will be contacted and the owner notified or the local housing/barracks roster will be checked for the owner's residence and phone number.

d. If the item contains a dependent Identification (ID) card or civilian personnel card, the activity which issued the card will be checked and the installation contacted to determine the owner's or sponsor's location.

7. Procedures

a. Storing and Disposition. The following property will be stored and disposed of in the stated manner. This list is not all inclusive; rather it is intended to be used as a guideline for disposition purposes. After an item has been released or disposed of, a copy of the Evidence/Property Custody Document will be retained in the case file for a period of three years.

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(1) Weapons. No personal weapons will be stored in the Capodichino Security Department Armory. Contact the Alcohol Tobacco and Firearms Agency (ATF), through the Naval Criminal Investigative Service (NCIS), for a check on the firearm(s) as soon as possible. Weapons will be destroyed by cutting with acetylene torches.

(2) Ordnance (Including Fireworks). Notify the Arms, Ammunition, and Explosives (AA&E) Officer and store per the Security Department Standard Operating Procedure 8023.3.

(3) Alcoholic Beverages (Closed Containers). Dispose of immediately by emptying the contents of the container in a drain.

(4) Bicycles. Store in the Lost and Found Property Room in the Investigative Division Office for 45 days. Bicycles with no identification will be released to a charitable organization (Thrift Store) or as directed by the Security Officer.

(5) Money or Negotiable Instruments. Store in a secure safe in the Investigative Division Office for up to 45 days. Final disposition will be to release the money to the Disbursing Officer, Personnel Support Detachment (PSD), Naples, Italy.

(6) Wallets (Without ID). Store in the Lost and Found Locker in the Investigative Division Office for up to 45 days. Final disposition will be to release to a charitable organization.

(7) Keys. Store in the Lost and Found Locker in the Investigative Division Office for up to 45 days. Final disposition will be to destroy by cutting.

(8) Armed Forces ID Cards. All Armed Forces ID cards will be held for a maximum of 48 hours before being turned in to PSD Naples.

(9) Dependent ID Cards. All dependent ID cards will be held for a maximum of 48 hours before being turned in to PSD Naples.

(10) Radios/Stereos/Audio Equipment. Store in the Lost and Found Locker in the Investigative Division Office for up to 45 days. Final disposition will be to release to DRMO for further disposal.

(11) Other Personal Property. Store in the Lost and Found Locker in the Investigative Division Office for up to 45 days. Final disposition will be to release to a charitable organization or as directed by the Security Officer. Any property destroyed will be witnessed by a disinterested third party.

(12) Passports. The Lost and Found Custodian will contact the American Consulate of Naples to determine if a lost U.S. passport was reported stolen. Passports will be turned over to the Passport Liaison located at Admin 1, First Floor.

b. Claims. All personnel presenting a claim for found property will be referred to the Lost and Found Custodian during normal working hours for the release of claimed property. Any person claiming ownership is required to show proof of ownership and/or a description of the article(s) and circumstances of loss, if known. Realizing that claimants will not always be able to produce evidence of ownership, the Lost and Found Custodian will use their discretion concerning the release

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of the property, i.e. description, location where lost, etc. In the event that the property is of substantial value and ownership cannot be established to the satisfaction of the Lost and Found Custodian, the matter will be referred to the Security Officer for final disposition.

c. Retention. The original Evidence/Property Custody Document and Lost and Found Log Book will be retained for a period of three years.

d. Missing, Lost, Stolen Report (MLSR). Losses of government property requiring a MLSR will be reported to NAVSUPPACT Naples Security upon discovery. An Incident Complaint Report will be completed and referred to Investigators. Investigators will notify the Command MLSR Coordinator. The command/department reporting the loss will initiate the MLSR to the Security Officer.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

9. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

10. Forms. All applicable forms can be found at: https://www.secnav.navy.mil/doni/NFOL/SECNAV/NAVCOMPT%20Forms/_NAVCOMPT_2282_323.pdf



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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

DEPARTMENT OF THE NAVY

EVIDENCE/PROPERTY CUSTODY RECEIPT

1. CASE CONTROL NUMBER(CCN)

| | |
|-----------------------|-------------|
| 2. RECEIVING ACTIVITY | 3. LOCATION |
|-----------------------|-------------|

| | |
|---|-------------------------------|
| 4. NAME, GRADE AND TITLE OF PERSON FROM WHOM RECEIVED <input type="checkbox"/> OWNER <input type="checkbox"/> OTHER | 5. ADDRESS (Include ZIP code) |
| 6. WORK PHONE | |

7. LOCATION OF PROPERTY WHEN OBTAINED

| | | |
|---|-----------------------|----------------|
| 8. PURPOSE FOR WHICH OBTAINED <input type="checkbox"/> FOUND <input type="checkbox"/> IMPOUNDED <input type="checkbox"/> EVIDENCE <input type="checkbox"/> OTHER _____ | 9. TIME/DATE OBTAINED | 10. LOG NUMBER |
|---|-----------------------|----------------|

| 11. ITEM | 12. QUANTITY | 13. DISPOSAL ACTION | 14. DESCRIPTION OF ARTICLE—MODEL NUMBER, SER. NO., IDENTIFYING MARKS, CONDITION, AND VALUE WHEN APPROPRIATE. |
|----------|--------------|---------------------|--|
| SAMPLE | | | |

| | |
|--|--|
| 15. NAME AND SIGNATURE OF WITNESS (If available) | 16. NAME AND SIGNATURE OF RECEIVING PERSON |
|--|--|

17. CHAIN OF CUSTODY

| ITEM | DATE & TIME | RELEASED BY | | RECEIVED BY | | PURPOSE |
|------|-------------|-------------|--------------|-------------|--------------|---------|
| | | NAME | ORGANIZATION | NAME | ORGANIZATION | |
| | | SIGNATURE | | SIGNATURE | | |
| | | NAME | ORGANIZATION | NAME | ORGANIZATION | |
| | | SIGNATURE | | SIGNATURE | | |
| | | NAME | ORGANIZATION | NAME | ORGANIZATION | |
| | | SIGNATURE | | SIGNATURE | | |