



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET
NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-5122

FASOTRAGRUPACINST 5830.2
04

30 JUN 1989

FASOTRAGRUPACINST 5830.2

Subj: PROCEDURES FOR THE INVENTORY OF PERSONAL EFFECTS

Ref: (a) UCMJ
(b) MILPERSMAN 4210130
(c) MILPERSMAN 3430250
(d) NAVSUP 485, Section VII, Part E Articles 1275-1277

Encl: (1) NAVSUP Form 29, Inventory of Personal Effects

1. Purpose. To promulgate policy and procedures relative to the safeguarding of property of personnel no longer on board this command, and procedures for the inventory and shipment of personal property when required in accordance with references (a) through (d).

2. When inventories should be conducted.

a. Property of deceased or missing personnel. Personal property of persons who are declared missing or dead shall be inventoried within 24 hours of the declaration.

b. Property of hospitalized personnel. In the event personnel are hospitalized, incapacitated, or otherwise involuntarily transferred without taking their personal belongings, and it appears that they will be transferred or absent from the command for more than thirty days, their personal property, located on federal property, shall be inventoried within 24 hours or as soon as is practicable after it is determined they will not be returning to the command.

c. Property of unauthorized absentees or deserters. Personal property of persons who are placed in an unauthorized absence or deserter status shall be inventoried thirty days from the commencement of their absence, or immediately upon declaration of "deserter" status if less than thirty days absence.

3. How the inventory should be conducted.

a. About the Inventory Board.

(1) Responsibilities. The board's responsibilities are to make a complete and full account of personal property and to safeguard any exceptionally valuable and easily pilferable items

20 JUN 1989

(2) **Membership.** The inventory board shall consist of the Legal Officer, Master-at-Arms and a representative of the member's division (E-6 or above).

(a) **Legal Officer.** In the event an inventory of personal effects is required, the Legal Officer shall coordinate with the Master-at-Arms to ensure that every reasonable effort has been made to locate all of the personal property of the individual concerned, in or out of the command. The Legal Officer shall retain a copy of each inventory conducted.

(b) **Master-at-Arms.** The Master-at-Arms, or a representative will be present during any inventory held pursuant to this instruction. Results of all inventories shall be recorded on enclosure (1). The Master-at-Arms will store all inventoried personal effects until authority is received to ship the personal effects to the appropriate person or designated activity. When 180 days have elapsed, the Master-at-Arms shall contact the Legal Officer regarding the individual whose effects were inventoried to coordinate shipment to the Naval Supply Center, Oakland, California.

b. **Items to be separated from personal property.** The Inventory Board will remove from the personal effects the following items:

(1) All classified matter shall be immediately turned over to the Command's Security Manager for disposition in accordance with the Security Manual (OPNAVINST 5510.1 series) and shall not be recorded upon the inventory.

(2) Navy-owned organizational clothing and government equipment will be removed from the personal effects. Such action will be noted on NAVSUP Form 29 and the property will be disposed of in accordance with current directives.

(3) Articles which may constitute a safety hazard will be rendered harmless if practicable. If such articles cannot be rendered harmless, they will be disposed of and their disposition recorded on the inventory.

(4) Pornographic or similar matter, including personal letters containing objectionable matter, will be removed from the personal effects and disposed of as directed by the Commanding Officer. Such items will not be recorded on the inventory.

20 JUN 1989

c. **Preparation of the inventory form (NAVSUP Form 29).** A minimum of an original and five copies of the inventory form will be prepared. Information which cannot be included in the spaces provided on Form 29 will be listed on plain bond paper.

(1) **Unsettled Financial Transactions.** Any information relating to unsettled financial transactions may be recorded in that section on Form 29. No action will be taken by the command to settle outstanding financial transactions recorded on the inventory. This information is intended solely for the owners of the effects, their next of kin, heirs, or legal representative.

(2) **Description and listing of property.** All articles of personal effects will be described in detail in the section "List of Personal Effects" on Form 29.

(a) Extreme care will be exercised in describing articles of possible intrinsic or sentimental value, such as jewelry, precious stones, valuable papers, keepsakes, etc. Such general terms as "Diamonds", "Gold", and "Platinum" should not be used without qualifying remarks, as such articles may not in fact consist of these elements.

(b) Money will be recorded on the inventory form by denomination and value of the currency.

(3) **Signing the inventory.** The original and all copies of the inventory form will be signed by all members of the Inventory Board and the Commanding Officer before delivery to the Legal Officer.

(4) **Distribution of the inventory form.** The Inventory Board will forward the original and all copies of the inventory to the Legal Officer or his/her designee who will enter information as to the disposition of the property and distribute copies as follows:

(a) File one copy in the owner's service record. If the service record is not available or the owner is deceased forward the copy under a letter of transmittal to Commander, Naval Military Personnel Command, (ATTN: Personal Services Division or Decedent Affairs).

(b) The Master-at-Arms will ensure that a copy(ies) of the completed and signed inventory sheet(s) is/are enclosed in each container containing personal effects.

FASOTRAGRUPACINST 5830.2

20 JUN 1989

(c) The Legal Officer or his/her designee will enter the disposition information on all remaining copies and will sign and distribute them in accordance with appropriate regulations.

d. **Disposition of the property.** The Legal Officer will coordinate with supply personnel the preparation of NAVSUP Form 1149 for shipment of personal effects to a designated activity when required, and will ensure proper packaging and mail the property in accordance with reference (d). A copy of Form 1149 will be forwarded to the Legal Officer to establish that the personal effects were mailed.

e. **Expenses incurred by shipment.** The Legal Officer or his/her designee will contact the PSD Disbursing Officer and request that a Pay Adjustment Authorization (DD Form 139) be prepared to cover the cost of shipping the personal effects of unauthorized absentees and deserters.



D. E. BALLARD

Distribution:
FASOTRAGRUPACINST 5216.2Q
List A