



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL STATION
PEARL HARBOR, HAWAII 96860-6000

NAVSTAPEARLINST 10100.1B
40:PFB
02 FEB 1998

NAVSTA PEARL INSTRUCTION 10100.1B

Subj: CONTROL OF ORGANIZATIONAL ISSUE MATERIAL

Ref: (a) NAVSTAPEARLINST 4401.1K
(b) NAVSTAPEARLINST 7200.1C

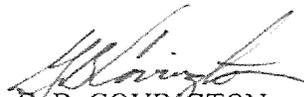
1. Purpose. To establish control procedures for Naval Station Departments in procuring organizational issue materials.
2. Cancellation. NAVSTAPEARLINST 10100.1A. This instruction is a complete revision and should be reviewed in its entirety.
3. Introduction. Organization Issue Material are items issued to personnel in performance of their duties. Such items include: Special uniforms, tools, weapons, diving equipment, and clothing (diving, swimming, personal safety, and defense (chemical, biological, and radiological)). These items are pilferable in nature and proper accounting and reporting must be implemented in order to prevent misuse of government property.
4. Responsibility. This instruction applies to all personnel assigned to Naval Station.
5. Action
 - a. Department Heads will:
 - Justify requisitions for items identified in paragraph 4 to the Commanding Officer or the Supply Officer in writing.
 - Report receipts of all organizational issue material to the Supply Officer.
 - Maintain a log of all issues and receipts: The log should include name of the individual receiving subject material along with date and quantity issued. Receipts must include document numbers, date, and quantities received.
 - Conduct an annual inventory to be held in March. The count on hand is the quantity on hand plus that issued to individuals.
 - Quantities not equal to the last inventory plus receipts minus surveys or turn-ins are discrepant. Any discrepancies will be documented on Report of Survey (DD Form 200) in accordance with reference (b).

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b. Supply Department will:

- Screen incoming requisitions for Organizational Issue Materials.
- Ensure Department Heads are notified when organizational issue materials are requisitioned/received/transferred.
- Process requisitions in accordance with reference (a).



G. B. COVINGTON

Distribution:

NAVSTAPEARLINST 5605.2F

List 1, Case 1 (NAVSTA depts/offices)

Stocked:

CO NAVSTA PEARL

ADMIN Office

Pearl Harbor, HI 96860-6000