



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL STATION
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

NAVSTAPEARLINST 4050.1C

N73
19 Mar 08

NAVSTA PEARL INSTRUCTION 4050.1C

Subj: DISPOSITION OF PERSONAL EFFECTS

Ref: (a) NAVSUP Publication 485, Paragraph 1255-1306

Encl: (1) Sample Letter of Appointment to Inventory Board
(2) Sample of NAVSUP Form 29 (Front and Back)
(3) Sample of DD Form 1149
(4) Sample of DD Form 1076

1. Purpose. To set forth procedures for the disposition of personal effects of absentees, deserters, missing personnel, deceased personnel and incapacitated persons.

2. Cancellation. NAVSTAPEARLINST 4050.1B.

3. Classification and Categories of Personal Effects. Personal effects consist of the articles owned by an individual, as well as any articles of government property in his/her temporary custody.

a. Personal effects are classified and described as follows:

(1) Class 1 - Navy-owned, organizationally furnished clothing and equipment furnished on a loan or a custody basis and subject to turn-in when no longer required. When Navy ownership of items in Class 1 cannot be established conclusively, since large quantities of such are available commercially, such items will be included in Class 5.

(2) Class 2 - Uniform clothing prescribed by U.S. Navy Uniform Regulations.

(3) Class 3 - Money.

(4) Class 4 - Negotiable and non-negotiable instruments, such as bonds, checks, notes, deeds, wills and receipts, including those covering safekeeping deposits, agreements, certificates, insurance policies and bank books.

authority to appoint the inventory Board. For enlisted-owned effects, the board will consist of the division leading petty officer and the division officer (a billet which may be filled by a senior enlisted). For officer-owned effects, the board will consist of two officers. Enclosure (1) is a sample letter of appointment to an inventory board.

5. Duties of Inventory Board. The Inventory Board shall take an accurate and complete inventory of personal effects and shall investigate and record any information which may assist the settlement of the affairs of the estate of the owner of the personal effects. Classified material shall be removed from the personal effects by the Board and delivered to the Security Officer. Pornographic or similar matter including personal letters containing objectionable matter shall be removed, inventoried separately and held pending disposition instruction by the Executive Officer. The attention of all members of the board is directed to paragraph 1275(3) of reference (a) which further amplifies other required actions by the Inventory Board. The senior member will be responsible for the completion of the inventory preparation of NAVSUP Form 29, as shown in enclosure (2), paragraph 1276 of reference (a), and the physical custody of all effects until accepted by the Supply Officer. The senior member shall personally accompany the effects until accepted by the Supply Officer. The Master-at-Arms is responsible for sealing the effects, maintaining a record of all seals and otherwise assisting as directed.

6. Inventory Form. The Inventory of Personal Effects shall be recorded as prescribed by reference (a). A minimum of an original and five copies of NAVSUP Form 29 will be prepared and copies will be distributed as follows:

a. The Inventory Board shall:

(1) Forward original and all copies with the personal effects to the Supply Officer who will acknowledge receipt and return two copies for distribution as prescribed in items 2 and 3.

(2) Forward one copy to the officer convening the board.

(3) File one copy in the owner's service record if available, otherwise forward to Chief of Naval Personnel (Personal Services Division).

NAVSTAPEARLINST 4050.1C

4050
Ser N00/

From: Commanding, Officer, Naval Station Pearl Harbor
To: (rate/rank, name, USN, designator)

Subj: PERSONAL EFFECTS INVENTORY BOARD IN THE CASE OF
(rate/rank, name, USN, SSN)

Ref: (a) NAVSUP Publication 485

1. per reference (a), you are hereby appointed as a member of an inventory board directed to locate, identify, inventory, and secure the personal effects of (rank/rate, name, USN).
2. You will be guided by the provisions of paragraphs 12550 - 01306 of reference (a) in the performance of your duties.
3. (Rate/rank, name, USN) is the other appointed member of the board.
4. Where the weight or bulk of personal effects is such that you require additional manpower, (rate/rank, name), is directed to provide any such assistance you require.

TAYLOR W. SKARDON

Copy to:

Distribution: Electronic only via

<https://cnrh.cnrcportal.cnrc.navy.mil/HI/Installations/HI%20NAVSTA/HINSADMIN/Pages/default.aspx>

Enclosure (1)

| | | | |
|-------------|---------|----------|------|
| NAME (Last) | (First) | (Middle) | SSAN |
| ASSIGNED TO | | | DATE |

LIST OF PERSONAL EFFECTS

| | DESCRIPTION | NO. | CLASS III - MONEY | DENOM | NO. | AMOUNT | | |
|--|------------------------------|-----|--|---------|-----|--------|-------|--|
| | | | | | | | | |
| CLASS I BEDDING | Blanket | | Bills | \$ | | | | |
| | Cover, Pillow | | | | | | | |
| | Cover, Mattress | | | | | | | |
| CLASS II - CLOTHING PRESCRIBED BY NAVY UNIFORM REGULATIONS | Bag, Duffel | | | | | | | |
| | Belt | | | | | | | |
| | Blouse/Shirt | | Coins | \$ 1.00 | | | | |
| | Cap (Blk/Lb/Khaki) | | | .50 | | | | |
| | Coat (Utility/Winter) | | | .25 | | | | |
| | Coat (Rain) | | | .10 | | | | |
| | Coat Uniform (Winter/Summer) | | | .05 | | | | |
| | Gloves/Handbag | | | .01 | | | | |
| | Hat (Combination) | | | | | | | |
| | Hat, Covers (Wh/Blk/Khaki) | | | | | | | |
| | Havelock | | Foreign Currency | | | | | |
| | Hood, Rain | | | | | | | |
| | Insignia (As required) | | CLASS IV - NEGOTIABLE AND NONNEGOTIABLE INSTRUMENTS | | | | VALUE | |
| | Lingerie | | | | | | | |
| | Necktie | | | | | | | |
| | Scarf | | | | | | | |
| | Shirt (Wh/Blk/Khaki) | | | | | | | |
| | Shirt (Utility) | | | | | | | |
| | Shoe (Dress) | | | | | | | |
| | Shoe (Gym/Safety) | | CLASS V - MISCELLANEOUS ARTICLES OF INTRINSIC, SENTIMENTAL & UTILITY VALUE | | | | | |
| | Shorts | | | | | | | |
| | Skirts | | | | | | | |
| | Slacks | | | | | | | |
| | Socks | | | | | | | |
| | Trousers (Utility) | | | | | | | |
| Trousers (Wh/Blk/Khaki) | | | | | | | | |
| Undershirt | | | | | | | | |
| Underdrawers | | | | | | | | |

INVENTORY BOARD

| | | |
|------------------------------|--|---------|
| SEAL NO. | SENIOR BOARD MEMBER | REMARKS |
| DATE OF INVENTORY | OTHER BOARD MEMBER | |
| FOR USE OF SUPPLY OFFICER | DISPOSITION (If other than owner/bailee or shipment to other activity) | |

APPROVED BY (Signature of appointment officer)

