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

NAVSTAPEARLINST 5300.1G
10(113):DGB

21 OCT 1987

NAVSTA PEARL INSTRUCTION 5300.1G

Subj: INCOMING PERSONNEL REPORTING PROCEDURES

1. Purpose. To promulgate incoming personnel reporting procedures for all watchstanders.

2. Cancellation. NAVSTAPEARLINST 5300.1F

3. Background. Personnel Support Activity Detachment (PSD) Pearl Harbor has an established appointment system for receiving incoming personnel. The PSD normal working hours are Monday through Friday, 0730-1600 except Tuesday, 0730-1500. The PSD duty section operates in the Customer Service Section, Bldg. 453K from 1500-2000, Monday through Friday, and 0800-1600 on Saturday, Sunday, and holidays.

4. Action

a. All personnel reporting to NAVSTA PEARL or its component activities (Security DET, CCU, KMC, EEAP or Transients) will check-in at the Naval Station Pearl Harbor Quarterdeck. NAVSTA PEARL Quarterdeck Watchstanders will endorse member's original orders as follows: date and time reported, place reported, duty person's signature.

(1) Personnel reporting to NAVSTA PEARL or its component activities, except transients, will be directed to the PASS Office if reporting during working hours. After working hours these personnel will be directed to report to the PASS Office NLT 0800 the next workday and the OOD/JOOD will call PSD duty section to make an appointment for receipt of the reporting person.

(2) Transient personnel will be directed to report to Transient PSD, Bldg. 186 if reporting Monday through Friday during working hours. After working hours transient personnel reporting will be directed to report to Transient PSD at 0730 the next workday (appointments not necessary).

b. The requirement to furnish transportation from the airport for personnel traveling under PCS orders remains in effect. Upon receiving a call, determine from the member what command he/she is reporting to and:

(1) If reporting to NAVSTA PEARL or NAVSTA component activity ascertain from the member their exact location at the airport and dispatch the duty driver to transport the member to the Quarterdeck. Once the member's orders are properly endorsed, the duty driver will transport the member (and dependent if any) to suitable accommodations or the appropriate BEQ.

(2) If member is reporting to a ship in port at Pearl Harbor or another shore command in Hawaii, the JOOD will contact that command for transportation. If, however, that command cannot or will not provide transportation, NAVSTA Duty Phonewatch will provide transportation. An entry to this fact will be made in the Quarterdeck log and the OOD will be informed.

(3) If member is reporting to a ship that is not currently in port, member will be provided transportation by NAVSTA Duty Phonewatch and will be checked-in as a Transient.

John C. Kennedy
J. C. KENNEDY
Captain, USN

Distribution:
NAVSTAPEARLINST 5605.1Y
List I, Case 3 (NAVSTA PEARL Departments/offices)

Copy to:
All JOOD Watchstanders (21)
CO PSD PEARL

Stocked:
CO NAVSTA PEARL
Admin Office
Pearl Harbor, HI 96860-6000

DRAFT

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NAVSTAPEARLINST 5300.1G
10(113):DGB
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NAVSTA PEARL INSTRUCTION 5300.1G

Subj: INCOMING PERSONNEL REPORTING PROCEDURES ~~FOR OODIS/JOOD'S~~

1. Purpose. To promulgate incoming personnel reporting procedures for ~~OOD's/JOOD's~~.

2. Cancellation. NAVSTAPEARLINST 5300.1F.

3. Background. Personnel Support Activity Detachment Pearl Harbor has an established appointment system for receiving incoming personnel.* The PSD duty section operates in the Customer Service Section, Bldg. 453K from 1500-2000, Monday through Friday, and 0800-1600 on Saturday, Sunday, and holidays.

* The PSD normal working hours are Monday - Friday 0730-1600 except Tuesday 0730-1500.

4. Action

a. All personnel reporting to NAVSTA PEARL or its component activities (Security DET, CCU, KMC, EEAP or Transients) will check-in at the Naval Station Pearl Harbor Quarterdeck. NAVSTA PEARL Quarterdeck Watchstanders will endorse member's original orders as follows: date and time reported, place reported, duty person's signature.

(1) Personnel reporting to NAVSTA PEARL or its component activities, except transients, will be directed to the PASS Office if reporting during working hours. After working hours these personnel will be directed to report to the PASS Office NLT 0800 the next workday and the OOD/JOOD will call PSD duty section to make an appointment for receipt of the reporting person.

(2) Transient personnel will be directed to report to Transient PSD, Bldg. 186 if reporting during working hours. After working hours transient personnel reporting will be directed to report to Transient PSD ~~between~~ at 0700 ~~and~~ 0730 the next workday (appointments not necessary).

b. The requirement to furnish transportation from the airport for personnel traveling under PCS orders remains in effect. Upon receiving a call, determine from the member what command he/she is reporting to and:

(1) If reporting to NAVSTA PEARL or NAVSTA component activity ascertain from the member their exact location at the airport and dispatch the duty driver to transport the member to the Quarterdeck. Once the member's orders are properly endorsed, the duty driver will transport the member (and dependent if any) to suitable accommodations or the appropriate BEQ.

(2) If member is reporting to a ship in port at Pearl Harbor or another shore command in Hawaii, the JOOD will contact that command for transportation. If, however, that command cannot or will not provide transportation, NAVSTA DUTY PHLEBOTOMIST WILL PROVIDE TRANSPORTATION ~~and~~ an entry to this fact will be made in the Quarterdeck log.

(3) If member is reporting to a ship that is not currently in port, member will PROVIDED TRANSPORTATION BY NAVSTA DUTY PHLEBOTOMIST AND WILL be checked-in ~~and assigned~~ as a transient.

J. C. [illegible]
By direction

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List I, Case 3 (NAVSTA PEARL depts/offices)

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