



ADMINISTRATIVE - DO NOT REMOVE

DEPARTMENT OF THE NAVY

COMMANDING OFFICER

NAVAL STATION

PEARL HARBOR, HAWAII 96860-6000

NAVSTAPEARLINST 7322.1E

41:VRS

20 JUL 1998

NAVSTA PEARL INSTRUCTION 7322.1E

Subj: ADMINISTRATION AND CONTROL OF MINOR PROPERTY

Ref: (a) NAVCOMPT Manual, Vol III, Chap. 6
(b) SECNAVINST 5500.4G
(c) NAVSTAPEARLINST 4401.1K
(d) NAVSTAPEARLINST 4500.2C

Encl: (1) Sample List of Minor Property
(2) Minor Property Inventory Schedule

1. Purpose. To promulgate procedures for the administration and control of minor property.
2. Cancellation. NAVSTAPEARLINST 7322.1D and SUBASEPEARLINST 7322.1J. This is a complete revision and should be read in its entirety.
3. Definition. Minor property is defined in reference (a) as U.S. Government property acquired from any source with a value over \$2,500 (\$100 for highly pilferable items) but less than \$100,000.
4. Background. Many items that have value of less than \$100,000 are considered pilferable and easily converted for personal use. The value and nature of minor property requires proper accounting and reporting. Enclosure (1) is a sample list of minor property for formal accounting. This list is not all inclusive; it is used only as a pointer to the nature of the items concerned. These guidelines will ensure the proper control of minor property throughout the command. The minor property inventory is subject to audit at any time by higher authority and the Internal Auditor.
5. Responsibility. Responsibilities for proper usage and control of minor property ultimately rest with each user. The transfer or disposal of minor property may only be accomplished as prescribed in this instruction. Specific responsibilities for minor property include:
 - a. The **Department Head** is the primary responsible officer for minor property at NAVSTA Pearl Harbor. The Department Head may sub-custody property to subordinates in order to provide better control of property within the Department. Department Head responsibilities include:
 - (1) Signature custody for minor property.
 - (2) Compliance with this instruction and references.

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- (3) Proper usage and control of property.
- (4) Completion of sight inventory prior to turnover.
- (5) Assignment of authorized Department Minor Property Managers in writing.
- (6) Assignment of personnel authorized to receive minor property from Supply (Code 41) in writing.
- (7) Accurate documentation for minor property utilizing the Automated Resource Inventory Management System (ARIMS).
- (8) Coordinate inter-departmental transfer of minor property with the Supply Officer.
- (9) Ensure documentation is provided to Command Database Administrator (CDA) at Code 41 for receipt of all departmental minor property not received through Code 41 (such as receipts from DRMO or transfers from other activities).
- (10) Investigate discrepancies and make reports to the Supply Officer.
- (11) Initiate DD Form 200 (Financial Liability Investigation of Property Loss) and recommend disposition of damaged, missing, lost or stolen minor property in accordance with reference (b).

b. The **Supply Officer** shall be designated the Command Inventory Manager and shall ensure proper management of minor property at NAVSTA Pearl Harbor. Responsibilities include:

- (1) Sole authorizing official for all inter-departmental transfers.
- (2) Ensure minor property items are properly identified and tagged/bar-coded prior to turning over to end user.

c. A **Command Database Administrator (CDA)** within Code 41 shall be assigned to administer and process documentation for all minor property within the command. Responsibilities include:

- (1) Compliance with references (a) through (d) to ensure proper inventory control.
- (2) Assume single point of contact for processing all minor property documents to include:
 - (a) Acquisition
 - (b) Transfer
 - (c) Request for disposition

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(d) Inventory reports

(e) Inventory records

(3) Administer inventories as necessary

(4) Maintain the ARIMS program.

d. **Division Officers** are responsible to ensure compliance with procedures within their respective divisions to include:

(1) Responsible to Department Head for proper usage and control of divisional minor property.

(2) Ensure documentation is provided to Department Head and Departmental Minor Property Manager for accountable property not received through Code 41.

e. **Department Minor Property Managers** are responsible for managing the accountable property within their respective departments, to include:

(1) Assist in coordinating inter-departmental transfer of minor property.

(2) Administer departmental inventories.

(3) Review temporary custody monthly to determine if permanent transfer is warranted.

(4) Report receipt of Departmental minor property not received through Code 41 to the CDA at Code 41.

(5) Report discrepancies to the department head. Complete DD Form 200, Financial Liability Investigation of Property Loss, in accordance with reference (b) when required and directed.

f. **Users** are responsible for the proper use and safeguarding of minor property under their control. Their responsibilities include:

(1) Perform inventories when directed.

(2) Ensure physical security of property.

(3) Report all changes in location and /or status of minor property to their Department Minor Property Manager.

6. General procedures for handling minor property

a. Minor property acquisition is the responsibility of department heads following the guidance of reference (c).

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b. Disposition of excess minor property will be processed in accordance with reference (d).

7. Inventory. Inventory of minor property will be accomplished in accordance with the schedule in enclosure (2).



G. B. COVINGTON

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NAVSTAPEARLINST 5605.2F

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SAMPLE LIST OF MINOR PROPERTY

ADP Equipment
Audio/Visual Aids
Binoculars
Cameras (except those under NAVAIRSYSCOM Inventory Control)
Compasses
Communication Equipment
Copying Machines
Electronic Test Instruments and Equipment
Fax Machines
Inter-Communication Sets
Lawn Mowers
Machines, Adding
Machines, Calculating (including hand/pocket model)
Machines, Labeling
Machines, Time and Date Stamp
Powered Tools
Powered Garden Equipment
Projection Screens
Projectors, all types
Radios
Refrigerators
Safes
Stereo Equipment including receivers and speakers
Tape Recorders (All sizes and models)
Telephones
Television Sets
Typewriters, Electric
Vacuum Cleaners
Watches
Weed Eaters
Window Air Conditioners

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DEPARTMENTAL INVENTORY SCHEDULE

Departmental inventories will be conducted semiannually and submitted by the last day of the month in accordance with the following schedule:

Inventory Due Month	Department Code
January/July	02, 03, 80/60, 017
February/August	00B, 10, 20, 40
March/September	30, 15
April/October	00G, 00H, 90
May/November	43, 00T, 1st LT
June/December	50, 06

Codes	Name
00B	Naval Brig
00G	Federal Fire Department
00H	Family Service Center
00T	Transient Personnel Unit
1 st LT	First Lieutenant
15	Training Division
017	Staff Judge Advocate
02	Chapel
03	Safety Department
06	Command Master Chief
10	Management Services Department
20	Facilities Engineering Department
30	Operations Department
40	Supply Department
43	Billeting Division
50	Security Department
60	Information Systems Department
80	Comptroller Department
90	Morale, Welfare and Recreation Department



DEPARTMENT OF THE NAVY
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NAVSTAPEARLINST 7410.1F
31:LMM

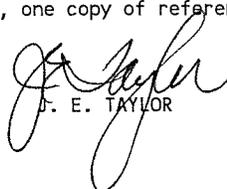
09 SEP 1993

NAVSTA PEARL INSTRUCTION 7410.1F

Subj: OVERTIME FOR NAVAL STATION PILOTS AND PILOT BOAT CREWS

Ref: (a) Overtime Request and Authorization (PH NAVSTA 7410/4 (Rev. 5-93))

1. Purpose. To establish procedures in determining overtime for Naval Station pilots and pilot boat crews.
2. Cancellation. NAVSTAPEARLINST 7410.1E
3. Overtime. The following limitations are hereby established in determining overtime for pilots and pilot boat crews:
 - a. Outside of normal working hours, the hour preceding the vessel's estimated time of arrival, the one-half hour preceding the estimated time of departure and time on board are considered as overtime.
 - b. If a move is completed within two hours prior to the commencement of the workday, the remaining period between the completion of the move and the commencement of the workday shall be considered as overtime.
 - c. If a move is scheduled within two hours after the completion of the workday, the period from the completion of the workday to the scheduled move will be considered as overtime.
 - d. Outside of normal working hours, if a pilot or pilot boat crew is engaged in two consecutive moves and the period between the completion of the first move and the scheduled time of the second move is two hours or less, this period will be considered as overtime.
4. Submission of Report. The Chief Pilot and Service Craft Division Officer will submit daily to the Operations Officer, via the Harbor Control Officer, one copy of reference (a).


J. E. TAYLOR

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NAVSTAPEARLINST 5605.2B
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