



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

NAVSTAPEARLINST 7100.1L  
80:LF

31 MAR 1993

NAVSTA PEARL INSTRUCTION 7100.1L

Subj: ADMINISTRATION OF OPTAR (OPERATING TARGET AMOUNT)

Ref: (a) Operating Target Assignment Form

1. Purpose. To establish policies governing the administration of funds controlled by OPTAR holders.
2. Cancellation. NAVSTAPEARLINST 7100.1K.
3. Scope. Provisions of this instruction are applicable to CINCPACFLT operation and maintenance (O&MN) funding authorization.
4. Responsibilities. OPTAR holders are designated on reference (a). The amount of funds assigned and the purpose for which the funds may be expended will be stated on the OPTAR form. Designated OPTAR holders' responsibilities are:

a. Ensure that expenditures are in consonance with the OPTAR quarterly apportionment. Although OPTARs are for planning purposes and amounts granted do not constitute legal limitations within the meaning of 31 U.S. Code 1517, it is greatly desired that OPTAR holders expend their funds in accordance with the plan, and implement internal controls to prevent over expenditures unless previously authorized by the Comptroller Office.

b. Maintain internal records for expenditure control. The Fund Administration and Standardized Document Automation (FASTDATA) system should be reviewed as a tool for providing current status of funds. An ongoing effort to review and update FASTDATA records and reconciliation with the Standard Accounting & Reporting System - Field Level (STARS-FL) which is the official accounting report to CINCPACFLT will ensure validity of current funds balance. Periodically, an official document listing from STARS-FL will be provided to OPTAR holders as a tool to assist in reconciling FASTDATA records against STAR-FL records. Some ongoing update and reconciliation procedures should include:

(1) Target holders should ensure that revisions to reference (a), authorized target amounts, are current.

(2) Make certain that transactions on the STARS-FL official accounting records are valid and report any discrepancies on STARS-FL to the Comptroller.

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(3) Ensure timely entry into FASTDATA of updated requisition costs, contracts issued, receipt of materials and acceptance of NAVCOMPT 2275 (Order for Work & Services) & DD-448 (Military Interdepartmental Purchase Request) which directly impacts data reported into STARS-FL.

  
E. B. COVINGTON

Distribution:

NAVSTAPEARLINST 5605.2F  
LIST I, Case 1 (NAVSTA PEARL depts/offices)

Stocked:

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