



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 4780.1C
7/Pro Dev
AUG 05 2008

USNA INSTRUCTION 4780.1C

From: Superintendent

Subj: RESPONSIBILITY FOR SERVICE CRAFT AND BOAT ACCOUNTING
REPORT (SABAR)

Ref: (a) OPNAVINST 4780.6E
(b) NAVCOMPT Volume 3, Chapter 6 (NOTAL)
(c) USNAINST 7321.3F
(d) USNAINST 7322.1A

1. Purpose. To prescribe regulations and responsibilities for proper accounting and control of all sail training craft, Yard Patrol (YP) craft and special boats assigned to the Naval Academy.

2. Cancellation. USNAINST 4780.1B

3. Background. Reference (a) requires an inventory be maintained by each activity having physical custody of service craft and boats.

4. Action

a. Director, Division of Professional Development. Submit updated SABAR to Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) as required by yearly COMNAVSEASYSCOM message.

b. Head, Physical Education Department. Provide Director, Division of Professional Development with an annual status report on all craft/boats under their cognizance by 15 November. Status reports are to include copies of all documents associated with the transfer, deletion, or addition of any craft/boats under their cognizance. This documentation must be provided as authorization for changes to the SABAR that will be submitted by Director, Division of Professional Development.

c. Director, Division of Professional Development, Director, Waterfront Readiness Department, Director, Naval Academy Sailing, and Head, Physical Education Department will strictly adhere to the following control procedures for craft/boats under their cognizance:

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(1) Tag each craft/boat listed on minor property or plant property inventories with the appropriate sticker (less than \$100,000 is minor and more than \$100,000 is plant). YPs and craft/boats carried on the SABAR inventory are excluded from minor property or plant property inventories per reference (b).

(2) Prepare and maintain a properly completed custody card (plant or minor) for all craft/boats under their cognizance. References (c) and (d) prescribe procedures for maintaining plant and minor property.

(3) Notify the plant property accounting clerk when a craft/boat is purchased, transferred, or sold (Comptroller's Office, x31621).

(4) Include all minor property in the minor property inventory which is provided to the Minor Property Administrator (Minor Property Branch, Planning and Administrative Division, USNA Supply Department, x31358).

(5) Inventory all craft/boats annually and whenever there is a turnover of personnel responsible for maintaining inventory records of craft/boats.

(6) Ensure all paperwork associated with the sale, purchase, or transfer of craft/boats is properly maintained.

5. Responsibility. Craft/boat control and inventory responsibility will be governed as indicated:

a. Director, Naval Academy Sailing:

- Avons
- Navy 44s
- Navy 26s
- J-24s/J-22s
- 420s
- Flying Juniors
- Lasers
- Other dinghies and small sail training craft
- TANB
- Donated large sail training craft and power support craft / Naval Academy Sailing Foundation (NASF)

b. Head, Physical Education Department:

- Crew Shells

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c. Director, Waterfront Readiness Department:

- YPs
- Severn
- Naval Station gig
- Dive boat/Work boat
- UB-1 to UB-4
- BW-3, BW-4, BW-14, BW-21, BW-22, BW-25 to BW-29

6. Purchase of Additional Craft/Boats. Procurement of additional craft/boats will be approved by COMNAVSEASYS COM (PMS 325) prior to purchase. Reference (a) refers.

/s/
J. L. FOWLER

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All Non-Mids (electronically)