

DNAS INSTRUCTION

From: Director of Naval Academy Sailing

Subj: U.S. NAVAL ACADEMY SAIL MATERIAL INVENTORY PROGRAM

Ref: (a) SECNAVINST 7320.10A
(b) USNAINST 7321.3F

1. Purpose. To specify the specific inventory requirements of the U.S. Naval Academy (USNA) sail training programs.

2. Background. Naval Academy Sailing inventory programs are composed of two differentiated elements. The first element of the program is the proper and full compliance with Navy and USNA plant and personal property polices as delineated in references a and b. The second element is designed to focus on high use gear, equipment and consumables which are not the primary focal point of references (a) and (b), but are significant to the proper operation of Naval Academy Sailing. This instruction delineates the latter process.

3. Responsibilities and Organizational Relationships

a. Director, Naval Academy Sailing (DNAS). DNAS, under the Director of Professional Development, shall be responsible to the Superintendent for:

(1) Overall responsibility of sailing inventory program at the Naval Academy.

(2) Delegate, direct and ensure proper inventory practices within Naval Academy sailing programs.

b. Directors, Naval Academy Sailing Programs. Offshore Sailing Training Squadron, Basic Sail Training, Varsity Offshore Sailing Team and Intercollegiate Team Directors shall be responsible to DNAS for:

(1) Properly inventorying all of their assigned equipment annually between November and January each year while sailing operations are at a minimum.

(2) Properly accept and dispose of new and old equipment and gear as necessary.

(3) Properly plan and prepare for funding requirements to adequately maintain the optimum operational inventories of high use and consumable items.

c. Maintenance Officer, Naval Academy Sailing. Maintenance Officer shall be responsible to DNAS for:

(1) Overall responsibility of sailing inventory system at the Naval Academy sailing;

(2) Appoint a petty officer to properly maintain the inventory system and ensure it proper compliance per DNAS direction. Maintenance of inventory system includes, but is not limited to, check in of new gear, annual inventory assistance, disposal of unusable and old gear and maintenance of electronic inventory system

(3) Make recommendations to change and improve inventory system as necessary.

4. Inventory Requirements and Objectives

a. Basic Inventory Process

(1) Annual Inventory:

(a) All high use and consumable items will be inventoried each year when operations allow. More frequent inventory is acceptable and will be conducted when DNAS deems added inventory is needed.

(b) High use and consumable inventory shortfalls and their associated funding implications will be reported to DNAS to ensure proper funding planning.

(2) Inventory Check In:

All high use and consumable items received at Naval Academy Sailing will be properly placed into inventory system prior to issue to its appropriate program

(3) Equipment disposal:

By definition, high use and consumable items have a relatively short life span. Once items have reached the end of its usable life it will be turned in to the Maintenance Officer for proper disposal processing and documentation in accordance with references (a) and (b).

7. Action. This instruction is effective for planning and execution upon receipt.

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