



DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION YORKTOWN

P.O. DRAWER 160

YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 1080.1G

02

17 Apr 01

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 1080.1G

From: Commanding Officer, Naval Weapons Station Yorktown

Subj: RECALL BILL

1. Purpose. To establish procedures and assign responsibilities for the maintenance of the recall bill for military personnel assigned to Naval Weapons Station Yorktown (WPNSTA Yorktown).

2. Cancellation. WPNSTA YORKTOWNINST 1080.1F

3. Action.

a. Admin will distribute copies of the recall bill as indicated below:

Commanding Officer
Executive Officer
Security Manager
Administrative Officer
Self-Help Division
Chaplain
Command Master Chief

b. Division Heads will ensure the recall bill is reviewed and updated by their personnel monthly and that a copy of the updated bill is returned to Admin by the 15th of every month.

c. The Senior Watch Officer will ensure a copy of the current recall bill is maintained.

d. Admin will consolidate the inputs from the divisions and update the recall bill for military personnel.

4. Directive Review. The Administrative Officer is responsible for the annual review and update of this instruction.


K. L. SKUDIN

Distribution: (WPNSTA YORKTOWNINST 5216.2X)

List I, Case A