



BUPERS-00D
Operational Readiness Inspection (ORI)
ORI Checklist
Transient Personnel Unit

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TPU Program Management
(901) 874-4544

Critical	ORI#	INSPECTION ITEM
☐	1.01	Are local policies published to implement an efficient and effective TPU program? BUPERSINST 1306.77D chp. 1, par. 1 thru 5
☐	1.02	Does the TPU accept only legitimate transient personnel? BUPERSINST 1306.77D chp. 1, par. 1
☐	1.03	Are transient personnel retained on board to fill gapped or non-existent billets? BUPERSINST 1306.77D chp. 1, par. 1
☐	1.04	Are all transient personnel in the geographic area assigned to the TPU? BUPERSINST 1306.77D chp. 1, par. 1
☐	1.05	Does the CO/OIC/CPOIC/POIC of the TPU report to the CO of the station where the TPU is located or a Regional Commander? BUPERSINST 1306.77D chp. 1, par. 4
☐	1.06	Does TPU provide all required program responsibilities for all transients assigned to the unit? BUPERSINST 1306.77D chp. 1, par. 6
☐	1.07	Does the TPU provide required [monthly] reports to Major Claimant and PERS-00D? BUPERSINST 1306.77D chp. 1, par 7

- ☐ **1.08** Is the TPU facility inspected biennially in accordance with policy?

BUPERSINST 1306.77D chp. 1, par. 8

- ☐ **2.01** Is the TPU facility capable of supporting surge situations if applicable? What is the commander's assessment?

BUPERSINST 1306.77D chp. 2, par. 4

- ☐ **2.02** Are adequate support facilities provided to TPU by the station and or region?

BUPERSINST 1306.77D chp 2

- ☐ **2.03** Are disciplinary transient personnel berthed separately from regular transient personnel?

BUPERSINST 1306.77D chp. 2, par. 6

- ☐ **2.04** Are regular transient personnel provided adequate berthing per policy?

DoDD 4165.63M

- ☐ **2.05** Are disciplinary transient personnel use separate head facilities from regular transient personnel?

BUPERSINST 1306.77D chp. 2, par. 6(b)

- ☐ **2.06** Are personnel serving punitive restriction berthed separately from other disciplinary transient personnel?

BUPERSINST 1306.77D chp. 2, par. 6(b)

- ☐ **2.07** Is the TPU equipped with extraordinary security devices (e.g., enclosed by a locked security fence, barred windows, barred doors, etc.)?

BUPERSINST 1306.77D chp. 2, par. 7

- ☒ **2.08** Are exits in disciplinary transient berthing areas blocked ingress and alarmed accessible egress?

BUPERSINST 1306.77D chp. 2, par. 7

Critical	ORI#	INSPECTION ITEM
☐	2.09	Is a secure storage area available to store personal property confiscated from disciplinary transient personnel? BUPERSINST 1306.77D chp. 2, par. 8
☐	2.10	Are daily sanitation inspections of berthing and office spaces conducted, documented, and properly maintained? BUPERSINST 1306.77D chp. 2, par. 9
☐	2.11	Are weekly safety and security inspections of berthing and office spaces conducted, documented, and properly maintained? BUPERSINST 1306.77D chp. 2, par. 9
☐	2.12	Are monthly zone inspections of berthing and office spaces conducted, documented, and properly maintained? BUPERSINST 1306.77d chp. 2, par. 9
☐	2.13	Are quarterly sanitation and habitability inspections of berthing and office spaces conducted by the local preventive medicine officel, documented, and properly maintained? BUPERSINST 1306.775 chp. 2, par. 9
☐	2.14	Does the TPU log contain entries to indicate various inspections were conducted, start and stop times, results, or emergencies? BUPERSINST 1306.77D chp. 6, par. 3
☒	2.15	Are smoke detectors in good working order? OSHA 29 CFR
☒	2.16	Are any egress areas blocked? OSHA 29 CFR
☒	2.17	Does the facility have operational emergency lighting equipment? OSHA 29 CFR

- ☒ **2.18** Are windows, doors, and locks in good working order?

OSHA 29 CFR

- ☒ **2.19** Are comprehensive inspections or tests being conducted and documented on all security, emergency, and firefighting equipment within required timelines and ensure serviceability?

OSHA 29 CFR

- ☐ **2.20** Are all ceiling lights working?

OSHA 29 CFR

- ☐ **2.21** Where applicable, are all tools and equipment serviceable?

OSHA 29 CFR

- ☒ **2.22** Where applicable, are eyewash stations in place?

OSHA 29 CFR

- ☒ **2.23** Are all chemicals properly stored, maintained, and inventoried?

OSHA 29 CFR

- ☒ **2.24** Are Safety Data Sheets (SDS) in place for all chemicals?

OSHA 29 CFR

- ☒ **2.25** Are all chemicals in appropriate containers with correct labels?

OSHA 29 CFR

- ☐ **3.01** Does the TPU CO/OIC exercise NJP authority over TPD staff and all transient personnel?

BUPERSINST 1306.77D chp. 3, par. 2

Critical	ORI#	INSPECTION ITEM
☐	3.02	Where applicable, are procedures and physical measures implemented to preclude staff members from observing transient personnel of the opposite gender in the nude under normal circumstances? BUPERSINST 1306.77D chp. 3, par. 5
☐	3.03	Is the TPU organizational structure consistent with the Activity Manning Document (AMD)? TPD AMD
☐	3.04	Are all TPU staff appropriately screened prior to being assigned duty at TPU? BUPERSINST 1306.77D chp. 3, par. 4 MILPERSMAN 1306-900 & 1306-931
☐	3.05	Does TPU have an authorized [SH NEC 3122] barber assigned? BUPERSINST 1306.77D chp. 3, par. 6
☐	3.06	Does TPU have a Chaplain assigned on a collateral duty basis? BUPERSINST 1306.77D chp. 3, par. 7
☐	3.07	Does TPU have a Staff Judge Advocate assigned on a collateral duty basis? BUPERSINST 1306.77D chp. 3, par. 7
☐	3.08	Are measures in place to ensure TPU staff treat all transient personnel fairly and with respect? BUPERSINST 1306.77D chp. 6. par 3.
☐	3.09	Are vacant billets assigned to the administrative department as collateral duties? BUPERSINST 1306.77D chp. 3, par. 6
☐	3.10	Are TPU personnel assigned to be responsible for all collateral duties within the TPU? BUPERSINST 1306.77D chp. 3, par. 6

Critical	ORI#	INSPECTION ITEM
☐	4.01	Are transient personnel assigned to the TPU awaiting separation from the service under honorable conditions received from commands located outside the continental limits of the U.S. or from ships or mobile units scheduled to deploy outside of CONUS? BUPERSINST 1306.77D chp. 4, par. 3 MILPERSMAN 1910-812 CINCPACFLTINST 1306.14
☐	4.02	Are transient personnel assigned to the TPU awaiting separation from the service under honorable conditions separated or placed on separation leave within 10 working days of arrival at the TPU? BUPERSINST 1306.77D chp. 4, par. 3 MILPERSMAN 1910-812 CINCPACFLTINST 1306.14
☐	4.03	Are procedures in place for service members to receive a separation physical prior to separation? BUPERSINST 1306.77D chp. 4(a), par. 2(a) MANMED 15.1
☐	4.04	Are procedures in place for service members to have a blood test conducted prior to transfer of their separation date prior to transfer to the TPU? BUPERSINST 1306.77D chp. 4(a), par. 2(c) MANMED 15.1
☐	4.05	Do service members transferred from ships or mobile units scheduled to deploy arrive at the TPU within 10 days prior to separation or commencement of separation leave? BUPERSINST 1306.77D chp. 4, par. 4
☐	4.06	Does TPU only accept personnel in a Temporary Duty status who are pending processing from ships or mobile units who are deploying? BUPERSINST 1306.77D chp. 4, par. 3
☐	4.07	Does TPU ensure the TSC submits initial availability reports immediately upon receipt of service members received at the TPU for further assignment (e.g., hospital releases, etc.)? BUPERSINST 1306.77D chp. 4, par. 3

Critical	ORI#	INSPECTION ITEM
☐	4.08	Does TPU ensure TSC submits tracer reports in cases where orders are not received within 14 working days of initial availability report submission? BUPERSINST 1306.77D chp. 4, par. 3(d)
☐	4.09	Does TPU ensure that TSC submits initial availability report immediately for personnel received at TPU awaiting limited duty assignment? BUPERSINST 1306.77D chp. 4, par. 3(c) MILPERSMAN 1301-010 (officer availability)
☐	4.10	Does TPU ensure TSC submits tracer reports on service members awaiting limited duty orders wherein orders have not been received within 14 working days of submission of initial availability report? BUPERSINST 1306.77D chp. 4, par. 3(c)
☐	4.11	Are all personnel received at TPU from an MTF pending Departmental Review or PEB proceedings fully ambulatory, and not in need of nursing procedures, dietary care, and/or special treatment not available outside an MTF? BUPERSINST 1306.77D chp. 4, par. 3(d)
☐	4.12	If orders are not received within 2 weeks of initial availability report, does TPU ensure TSC submits ADTAKE requests? BUPERSINST 1306.77D chp. 4, par. 4(a)(1)
☐	4.13	Are prisoners confined at Military Confinement Facility who have punitive discharges that have not been approved by the Convening Authority as part of their court-martial sentence offered the option of going on voluntary appellate leave upon completion of BUPERSINST 1306.77D chp. 4, par. 4(a)(2a) MILPERSMAN 1050-320
☐	4.14	Are prisoners who have a punitive discharge as part of their court-martial sentence wherein their sentence has been approved by the Convening Authority placed on mandatory appellate leave? BUPERSINST 1306.77D chp. 4, par. 4(a)(2a) MILPERSMAN 1050-330

- ☐ **4.15** Are follow-up messages on Convening Authority actions submitted every 30 days after the initial message is sent (with info copy to OJAG and major claimant of the brig and TPU)?
BUPERSINST 1306.77D chp. 4a, par. 2(b)
- ☐ **4.16** Are Letters of Notification (LON) issued in Administrative Separation processing cases within 5 working days of determination?
BUPERSINST 1306.77D chp. 4b, par. 4(a)
- ☐ **4.17** Are discharges effected within 15 days wherein the Commanding Officer is the administrative discharge authority?
BUPERSINST 1306.77D chp. 4b, par. 4(b)
- ☐ **4.18** In cases where the CO is administrative discharge authority and no administrative discharge board is required, are cases forwarded to the TSC or RSC within five working days of issuance of the LON?
BUPERSINST 1306.77D chp. 4, par. 4(b)
- ☐ **4.19** In cases where NPC is administrative discharge authority and an administrative discharge board is required, are completed administrative discharge board results forwarded to NPC within 60 days of issuance of the LON?
BUPERSINST 1306.77D chp. 4b, par. 4(e)
- ☐ **4.20** In administrative separation cases requiring SECNAV approval, are cases forwarded to NPC within 60 days of issuance of the LON?
BUPERSINST 1306.77D chp. 4b, par. 4(f)
- ☐ **4.21** Does the CO/OIC approve housing of transients on a case-by-case basis before the service member is transferred to the TPU?
BUPERSINST 1306.77D chp 5. par. 5
- ☐ **4.22** Does TPD act as a disciplinary barracks for area commands?
BUPERSINST 1306.77D chp. 4, par. 6

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| ☐ | 4.23 | Does TPD accept arriving Transients with required documentation when appropriate?
BUPERSINST 1306.77D chp. 4, par 6(b) |
| ☐ | 4.24 | When applicable, does TPU properly account for members assigned to TPU, MTF, or non-MTF but hospitalized?
BUPERSINST 1306.77D chp. 4, par. 4(a) |
| ☐ | 4.25 | Does TPU effectively process military prisoners assigned to the PCF with 31 days or more of confinement?
BUPERSINST 1306.77D chp. 4, par. 4(a) |
| ☐ | 4.26 | Does TPU ensure Prisoners are assigned to the appropriate (UIC) N4110E upon confinement?
BUPERSINST 1306.77D chp. 4, par. 4(a) |
| ☐ | 4.27 | Does TPU initiate immediate action to facilitate the transfer of the service member from the parent command to the TPU in a temporary duty status?
BUPERSINST 1306.77D chp. 4, par. 4(a) |
| ☐ | 4.28 | In cases where orders are not received within 5 days of courts-martial sentencing or post-trial confinement, is a follow-up message sent within 14 working days of the original request?
BUPERSINST 1306.77D chp. 4, par. 4(a) |
| ☐ | 4.29 | When applicable, is TPU provided a completed copy of the prisoner's clemency and parole request or a signed waiver of hearing?
BUPERSINST 1306.77D chp. 4, par. 4(a) |
| ☐ | 4.30 | Does TPU appropriately address personnel being processed for administrative Separation (ADSEP)?
BUPERSINST 1306.77D chp. 4, par. 4(b) |
| ☐ | 4.31 | Are LON's (Letter of Notification) issued within 5 days when ADSEP processing is appropriate?
BUPERSINST 1306.77D chp. 4, par. 4(b) 4(a) |

- ☐ **5.01** Is there a central point where all transient personnel are required to report?

BUPERSINST 1306.77D chp. 5, par. 1

- ☐ **5.02** Is there a permanent party TPU staff member on duty at the central reporting area at all times?

BUPERSINST 1306.77D chp. 5, par. 1

- ☐ **5.03** Are disciplinary transient personnel assigned duties in or with central processing?

BUPERSINST 1306.77D chp. 5, par. 1

- ☐ **5.04** Does central processing maintain a real-time count of all transient personnel assigned to the TPU including room/dormitory and bunk assignments?

BUPERSINST 1306.77D chp. 5, par. 2

- ☐ **5.05** Are all transient personnel required to check-in/check-out with PSD on a check-in/check-out sheet?

BUPERSINST 1306.77D chp. 5, par. 2

- ☐ **5.06** Does TSC and TPU provide a roster of all transient personnel who checked into the facility during the regular workday to the CO/OIC and various departments/divisions at the end of each normal workday?

BUPERSINST 1306.77D chp. 5, par. 2(b)

- ☐ **5.07** Does central processing maintain accountability over all regular transient personnel reporting after normal working hours until after muster on the next regular work day?

BUPERSINST 1306.77D chp. 5, par 1

- ☐ **5.08** Are disciplinary transient personnel assigned to appropriate department/division immediately upon receipt, regardless of time of day?

BUPERSINST 1306.77D chp. 5, par.1

**5.09**

Does central processing maintain a roster of all disciplinary personnel who report after normal working hours?

BUPERSINST 1306.77D chp. 5, par 2(b)**5.10**

Does Central Processing provide the CO/OIC and appropriate disciplinary department/division personnel with a roster of all disciplinary transients who reported after normal working hours prior to 0800 hrs on the next normal working day?

BUPERSINST 1306.77D chp. 5, par. 2(c)**5.11**

Do all regular transients who are authorized to live ashore provide the TPU with local address and phone number where they can be reached?

BUPERSINST 1306.77D chp. 5, par 2(c)**5.12**

Does central processing provide a roster of all personnel who check out of the TPU each day and provide a copy of this roster to the CO/OIC and department and divisions prior to muster on the next working day?

BUPERSINST 1306.77D chp. 5, par. 2(c)**5.13**

Does TPU scrub the TPTS Alpha Roster listing against the "Transient Monitor Tracking Report" list at least weekly?

BUPERSINST 1306.77D chp. 5, par. 3**5.14**

Are explanations provided in cases wherein transient personnel have been on board past target departure dates during scrub of TPU/TSC rosters?

BUPERSINST 1306.77D chp. 5, par. 3**5.15**

Are all transient personnel mustered daily?

BUPERSINST 1306.77D chp. 5, par. 4**5.16**

Are all transient personnel mustered at least once a week on-site at TPU?

BUPERSINST 1306.77D chp. 5, par. 4

Critical

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- ☐ **5.17** Are disciplinary transient personnel inspected daily at muster?

BUPERSINST 1306.77D chp. 5, par. 4

- ☐ **5.18** Are muster reports submitted to central processing by 0800 hrs daily?

BUPERSINST 1306.77D chp. 5, par. 4

- ☐ **5.19** Does central processing notify the MAA office of any personnel in an unauthorized absence status upon completion of muster?

BUPERSINST 1306.77D chp. 5, par. 4

- ☐ **5.20** Do TPU process managers initiate action to account for missing transients?

BUPERSINST 1306.77D chp. 5, par. 4

- ☐ **5.21** Does TPU have a Disturbance Bill published?

BUPERSINST 1306.77D chp. 5, par. 6(a)

- ☐ **5.22** Does TPU have a Fire Bill published?

BUPERSINST 1306.77D chp. 5, par. 6(b)

- ☐ **5.23** Does TPU have a Natural Disaster Bill published?

BUPERSINST 1306.77D chp. 5, par. 6(c)

- ☐ **5.24** Are disciplinary transient personnel in either a punitive restriction or restriction in lieu of arrest status provided with a properly completed written copy of restriction papers signed by the CO/OIC imposing the restriction?

BUPERSINST 1306.77D chp. 5, par. 8(a)

- ☐ **5.25** Are members on restriction required to work a normal workday?

BUPERSINST 1306.77D chp. 5, par. 8(c)

- ☐ **5.26** Is a walking chit system used for members on restriction to go to appointments (e.g. TSC, Medical, legal, etc.)?

BUPERSINST 1306.77D chp. 5, par. 8(d)

- ☐ **5.27** Military identification cards are not confiscated from personnel in a restricted status?

BUPERSINST 1306.77D chp. 5, par. 8(e)

- ☐ **5.28** Does TPU have a "Lucky Bag" available from which clothing may be issued to personnel without uniforms?

BUPERSINST 1306.77D chp. 6, par. 7

- ☐ **5.29** Do all transient personnel attend TPU indoctrination within 3 working days of reporting to the TPU?

BUPERSINST 1306.77D chp. 5, par. 11(a)

- ☐ **5.30** Is the TPU indoctrination program positive in nature and cover required topics?

BUPERSINST 1306.77D chp. 5, par. 11(a)

- ☐ **5.31** Does the CO, XO, OIC, AOIC, or CPOIC personally make a presentation (in person or via videotape) during the indoctrination program?

BUPERSINST 1306.77D chp. 5, par. 11(a)

- ☐ **5.32** Does expeditious processing of transient personnel take precedence over any work details the transient might be assigned?

BUPERSINST 1306.77D chp. 5, par. 11(b)

- ☐ **5.33** Where appropriate, are transient personnel not in conformance with Navy weight standards referred to medical personnel for possible placement on dietary or physical regimens?

BUPERSINST 1306.77D chp. 5, par. 11(c)

- ☐ **5.34** Are transients advised of key staff and chain of command?

BUPERSINST 1306.77D chp. 5, par. 11(b)

- ☐ **6.01** Does TPU maintain all required records and reports?

BUPERSINST 1306.77D chp. 6, par. 2

- ☐ **6.02** Does TPU maintain a TPU Log and Pass Down Log?

BUPERSINST 1306.77D chp. 6, par. 3(b)

- ☐ **6.03** Does TPU have an SOP published?

BUPERSINST 1306.77D chp. 6, par. 4

- ☐ **6.04** Is a TPU representative assigned as a member of the Brig Disposition Board?

BUPERSINST 1306.77D chp. 6, par. 5

- ☐ **6.05** Are adequate laundry facilities available to transients at the TPU?

BUPERSINST 1306.77D chp. 6, par. 6

- ☐ **6.06** Is there a system of control for the "lucky-bag" space?

BUPERSINST 1306.77D chp. 6, par. 7

- ☐ **6.07** If it is necessary to confiscate personal property of transient personnel, (either disciplinary or regular transients) are all items confiscated properly inventoried and accounted for using NAVPERS 1640/17?

BUPERSINST 1306.77D chp. 6, par. 8

- ☐ **6.08** Is the staff Personal Property Custodian the only one who has access to personal property that is confiscated?

BUPERSINST 1306.77D chp. 6, par. 8

- ☐ **6.09** Is each transient berthed at the TPU assigned a locker for secure storage at the TPU?

BUPERSINST 1306.77D chp. 6, par. 10

☐	6.10	Are all unassigned lockers secured with boxcar-type seals or command locks?
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BUPERSINST 1306.77D chp. 6, par. 10

☒	7.01	Victim Witness Assistance Program (VWAP). Do TPU commanding officers, and officers in charge aggressively support VWAP policies, and ensure command compliance with DOD Instruction 1030.2 of 2 Sep 20?
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DoDI 1030.02

☒	7.02	Do TPU commanding officers, and officers in charge ensure that personnel are trained in VWAP policies and requirements; provide crime victims and witnesses with DD 2701 and maintain the data required in paragraph 5c(3) of OPNAVINST 5800.7A; and meet their responsibilities as described in Investigative and Law Enforcement Personnel VWAP Responsibilities?
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OPNAVINST 5800.7A

☒	7.03	Do TPU commanding officers, and officers in charge appoint in writing, including name, title, duty address, and telephone number, a command Victim Witness Assistance Coordinator (VWAC), an E-5 or above or civilian equivalent where possible, with responsibilities delineated in Command Victim Witness Assistance Coordinator VWAP responsibilities, and ensure the VWAC fulfills those responsibilities?
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OPNAVINST 5800.7A

☒	7.04	Do TPU commanding officers, and officers in charge educate command personnel as to the rights of victims and witnesses in Crime Victims' Bill of Rights and Crime Witnesses' Bill of Rights?
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OPNAVINST 5800.7A

Total Standards: 122

Critical Standards: 14