



**DEPARTMENT OF THE NAVY**  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

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22 Jul 2024

BUPERS INSTRUCTION 1306.77D CHANGE TRANSMITTAL 1

From: Chief of Naval Personnel

Subj: MANUAL FOR THE ADMINISTRATION OF TRANSIENT PERSONNEL UNITS

Encl: (1) Revised enclosure (1), pages 1-2 and 6-1

1. Purpose. To transmit a revised enclosure (1) which updates the periodicity of inspections from biennial to triennial.
2. Action. Remove pages 1-2 and page 6-1 of enclosure (1) of this change transmittal.

A handwritten signature in black ink, appearing to read "M. W. BAZE", is positioned above the printed name and title.

M. W. BAZE  
Deputy Chief of Naval Personnel

**Releasability and Distribution:**

This instruction is cleared for public release and is available electronically only via Bureau of Naval Personnel (BUPERS) Web site, Electronic only, via BUPERS Web site, <https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>.



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16 Feb 2021

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From: Chief of Naval Personnel

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Ref: (a) OPNAVINST 1000.16L  
(b) Manual for Courts-Martial, United States, 2019  
(c) JAGINST 5800.7F (JAGMAN)  
(d) U.S. Navy Regulations, 1990  
(e) NAVPERS 15560D, Navy Military Personnel Manual (MILPERSMAN)  
(f) NAVSUP PUB-485, Volume 1  
(g) OPNAVINST F3100.6J (NOTAL)  
(h) SECNAVINST 5800.14A

1. Purpose. To issue standardized policies and procedures for the administration of Navy transient personnel units (TPUs) and transient personnel detachments (TPDs). Major updates included in this revision include: summary reports for operations and accountability are available via the Web Transient Personnel Tracking (WTPT) function of the Total Workforce Management System (TWMS); per NAVADMIN 244/14, TPUs no longer accept limited duty (LIMDU) assignments; deoxyribonucleic acid (DNA) collection is no longer performed at the TPU; and TPUs do not act as a holding company for student drops or as a medical holding facility. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1306.77C.

3. Scope and Applicability. This instruction is applicable to all established Navy TPUs and TPDs.

4. Discussion. The provisions of this instruction apply to the operation and administration of Navy TPUs and TPDs unless a written request for a waiver, forwarded via the chain of command, is granted by Bureau of Naval Personnel (BUPERS) Corrections and Program Office (BUPERS-00D). For brevity and consistency, all TPUs and TPDs are collectively referred to as TPUs in this manual. References (a) through (h) are applicable in the administration and operation of TPUs. The provisions of this instruction supersede all other guidelines except as issued by higher authority. Supplemental instructions may be issued as necessary for the operation of each TPU. Copies of supplemental instructions must be provided to the Commander, Navy Installations Command (CNIC) Military Personnel Services Division (N14) and BUPERS-00D.

5. Action. Commanding officers, officers in charge, and chief petty officers in charge (COs, OICs, and CPOICs) are responsible for ensuring the administration and operation of their TPU per the provisions of this manual. Recommendations for improvement of this manual should be forwarded, via the chain of command, to BUPERS-00D, 5720 Integrity Drive, Millington, TN 38055-8400.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this policy or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-00D will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms and Information Management Control

a. Forms:

(1) The following forms are available online at: <https://www.esd.whs.mil/DD/DoD-Issuances/>

(a) DD 504 Request and Receipt for Health and Comfort Supplies

(b) DD 2701 Initial Information for Victims and Witnesses of Crime

(c) OPNAV 5580/22 Evidence/Property Custody Receipt is available online at: [Forms Online \(dla.mil\)](#)

(2) The following forms are available online at: <https://mynavyhr.navy.afpims.mil/References/Forms/NAVPERS/>

(a) NAVPERS 1336/3 Special Request/Authorization

(b) NAVPERS 1640/17 Inventory and Receipt of Valuables, Clothing and Personal Effects

16 Feb 2021

b. Information Management Control. Report control symbol BUPERS 1306-1 Special Transient Personnel Population Report internal information collection has been assigned to reports required by appendix A and is approved February 2021 per SECNAVINST 5214.4 of October 2019.



RADM A. Holsey  
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site: <https://mynavyhr.navy.afpims.mil/References/Instructions/BUPERS-Instructions/>.





**MANUAL FOR THE  
ADMINISTRATION OF  
TRANSIENT PERSONNEL UNITS**

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## CHAPTER 1 GENERAL POLICY

1. **Policy.** Transient personnel units (TPU) will provide for the efficient and expeditious processing of all transient personnel assigned. TPUs are operated in a military and disciplined manner. Quarters and quality of life must be provided per existing directives and commensurate with the rank, rate, and status of the Service member (regular transient, disciplinary transient, etc.). TPUs serve only transient personnel assigned to fleet units and overseas commands unless a written waiver, forwarded via the chain of command, is granted by the Bureau of Naval Personnel Corrections and Programs Office (BUPERS-00D). TPUs do not function as a holding facility for personnel assigned to local shore commands, or associated personnel in a disciplinary status unless a written waiver, forwarded via the chain of command, is granted by BUPERS-00D. Transient personnel are not to be retained on board to fill gapped or non-existent billets; they must be processed as quickly as possible and per applicable policy. Where there is an established TPU in a geographic area (50-mile radius), all transient personnel (not serviced by a Navy submarine support center, as defined in this manual, must be assigned to that TPU for processing, unless modified by a written waiver, forwarded via the chain of command, and granted by BUPERS-00D. If there is a need for transient personnel processing at more than one activity within a geographic area, the region may request to establish a transient personnel detachment (TPD) from Commander, Navy Installations Command (CNIC) Military Personnel Services Division (N14). Where there is a need to process transient personnel on a limited basis and the activity is not within 50 miles of a TPU, the region may request from CNIC N14 to establish a TPD, which must be a department of the command and transient personnel must be assigned to the command's "Others" unit identification code (UIC). The term TPU, where it appears throughout this manual, includes TPD, unless otherwise noted.

2. **Mission.** The mission of a TPU is to provide transient personnel with expeditious and professional personnel transition processing.

3. **Authority.** The authority to establish, operate, and disestablish a TPU is contained in chapter 2, paragraphs 1 and 2 of this manual.

4. **Organization.** A TPU has either a commanding officer (CO), officer in charge (OIC), or chief petty officer in charge (CPOIC) who is responsible for the operation of the TPU to meet its stated mission. Unless otherwise noted, a TPU is a component of the activity where the TPU is located or in the case of a region, the regional command. The TPU CO, OIC, or CPOIC reports to the commander or CO of that activity or regional commander for all administrative and operational functions.

5. **Applicability.** The provisions of this manual apply to all Navy TPUs. Commands will establish local instructions to supplement this manual; however, the intent and spirit of this manual must be maintained. Copies of any supplemental instructions will be provided to the chain of command and BUPERS-00D.



6. Functions. The CO, OIC or CPOIC will provide the following for all transient personnel assigned:

- a. Indoctrination
- b. Billeting
- c. Accountability
- d. Administrative functions
- e. Work assignments, and
- f. Legal and disciplinary processes.

7. Reports. If surge capacity of the TPU has been attained, the Special Transient Personnel Population Report (appendix A) must be submitted to CNIC N14 and BUPERS-00D. Other reports may be required by CNIC N14 and BUPERS-00D as trends are noted and on a-case-by-case basis.

8. Inspections. CNIC N14 and BUPERS-00D will ensure that TPUs are inspected triennially. Inspections must monitor compliance with the provisions of this manual.

## CHAPTER 2 PHYSICAL PLANT

1. **Establishment.** Requests for establishment of a TPU must be submitted for approval to BUPERS-00D, via the chain of command, and accompanied with site, floor and staffing plans, and a description of the spaces to be utilized for male and female personnel. BUPERS-00D is the authority for establishment of a TPU. Approval will take into consideration the anticipated population, level of staffing, facilities, and support functions to assist the TPU in fulfilling its mission. If establishment of a TPU is approved, a request for a separate UIC must be submitted to Bureau of Naval Personnel (BUPERS) Total Force Human Resources and Manpower Office (BUPERS-05) per reference (a). BUPERS-00D must be provided a copy of all establishment and authorization correspondence concerning TPUs. See chapter 1, paragraph 1, for establishment of TPDs
2. **Disestablishment.** Requests to disestablish a TPU must be forwarded, with justification and an impact statement, to BUPERS-00D via the chain of command.
3. **Construction and Alteration.** Where possible, existing facilities must be modified for TPU utilization in lieu of new construction. CNIC N14 must approve design, configuration, and space utilization for the facility. Any future alterations or change in utilization of TPU spaces must be approved by CNIC N14 prior to alterations or changes being made. Proposed alterations must include site and floor plans, list specific alterations, and include estimated costs.
4. **Planning Factors.** TPUs are located in areas which have adequate facilities to support the projected transient population, including provisions for routine and unscheduled arrival of large numbers of transient personnel. Historical use patterns and local fleet unit presence will assist commands in determining this "surge" capacity at each site. An enlisted dining facility should be available.
5. **Configuration.** TPUs provide service for two basic types of personnel: regular transients and disciplinary transients. Personnel in a disciplinary status may or may not be on restriction or restriction in lieu of arrest (RILA). Personnel in a disciplinary status (whether on some form of restriction or not) must be berthed separately from regular transients. Berthing may be in the same building, but the separation must be readily discernible.
6. **Berthing Spaces**
  - a. **Regular Transients.** Except when not practicable, due to surge conditions, berthing for regular transients will be per the provisions of Department of Defense (DoD) Manual 4165.63 (DoD Housing Management) of 28 October 2010.
  - b. **Disciplinary Transients.** For improved security and supervision, berthing for disciplinary transients will be in "open bay" dormitories with separate head facilities, wherever possible.

Wherever possible, two separate open bay berthing areas will be provided; one for members awarded nonjudicial punishment (NJP) of restriction and one for members placed in an RILA status. If it is not possible to provide separate berthing areas, portions of the disciplinary berthing area will be set aside for those serving restriction and those placed in an RILA status. These areas will be plainly identified and care must be exercised to ensure there is a clear separation and distinction between areas designated for those awarded restriction and those placed in a RILA status.

7. Security Features. TPUs must not be equipped with extraordinary security devices (e.g., enclosed by a security fence that is locked, windows with bars, doors with bars, or features that keep personnel confined, etc.). Security features used in bachelor housing units designed to prevent intrusion may be used (e.g., cameras, monitors, alarms, etc.). Exits in areas used to house personnel in a disciplinary or restricted status will preclude entrance from the outside, but must be able to be opened from the inside. Exits in these areas will be equipped with an alarm to notify staff when doors are opened.

8. Storage Areas. A secure storage area will be provided for personal property confiscated from personnel in a disciplinary status.

9. Inspections. A daily sanitation inspection and a weekly safety and security inspection will be conducted by a member of the TPU staff. Senior TPU staff members will conduct a monthly zone inspection of the entire TPU. A quarterly sanitation inspection of the TPU must be conducted by the local preventive medicine office. All inspections will be logged by the watch. Inspection results will be retained per chapter 6, subparagraphs 2e through 2h of this manual. The most recent completed BUPERS-00D triennial inspection report must be retained at least until the next inspection report is obtained. Written reports will be submitted per chapter 6.

### CHAPTER 3 STAFFING

1. **Policy.** TPUs will be staffed as determined by the Shore Manpower Requirements Determination Program (SMRDP) and approved by Commander, Navy Installations Command Military Personnel Services Division (CNIC N14).
2. **Officers.** Each TPU will be headed by a CO, OIC, or CPOIC as designated by the Chief of Naval Operations (CNO) and detailed by a Navy Personnel Command (NAVPERSCOM) placement officer, working in conjunction with the CNIC program manager. Per reference (b), the CO or OIC has NJP authority over all staff and transient personnel assigned to the TPU. If courts-martial convening authority is desired for the CO or OIC of a TPU, such authority must be requested per reference (c), article 0121. The CO, OIC or CPOIC of the TPU is responsible for the overall administration and management of the unit and, unless otherwise provided, reports to the commander or CO of the activity or to the regional commander, as organized.
3. **Enlisted Personnel.** TPUs are unique facilities in that Sailors in a normal transfer status, in the process of separation, and in a disciplinary or restricted status are all administratively managed by the same staff. This challenging environment requires that TPU staff demonstrate a high degree of leadership and supervisory ability. It offers a unique opportunity to enhance these qualities, regardless of rating. Accordingly, enlisted personnel ordered to duty at a TPU will be screened by their commands to ensure they meet the qualifications outlined in reference (e), article 1306-904.
4. **Reassignment of Members Unsuitable for TPU Staff Duty.** Screening procedures for the selection of members for TPU staff duty are designed to select only the highest caliber individuals; however, despite the most stringent of screening processes, isolated cases of assignment of individuals who are unsuited for such duty may occur. Personnel considered unsuitable for TPU staff duty fall into one of two categories as follows:
  - a. Those members considered unsuitable for continued duty through no fault of their own (e.g., physical defect).
  - b. Those members considered unsuitable for continued duty as a result of their own actions (e.g., misconduct, lack of motivation, lack of interest, poor attitude, or similar reasons). When a CO, OIC, or CPOIC considers an individual (a new gain or existing staff member) unsuitable for continued duty at a TPU, a recommendation for removal from such duty will be submitted per procedures outlined in reference (e), article 1306-900.
5. **Male and Female Staff.** TPUs have both male and female transient personnel assigned. Accordingly, it is necessary that the TPU staff have both female and male members. Care will be exercised to ensure that staff personnel are not assigned duties in areas where routine nudity of the opposite sex could be anticipated.

6. **Manpower Authorizations.** After the manpower requirements and authorizations to perform the assigned mission are determined and approved by CNIC N14, an activity manpower document (AMD) will be submitted per reference (a). Additionally, AMD change requests will be submitted in the same manner when changes occur to the baseline AMD requirements and authorizations. A TPU will be identified in the Total Force Manpower Management System (TFMMS) as a component activity, with a separate UIC, to the activity or region to which it is attached. The suggested staffing for each of these departments or divisions follows, although billets specifically identified are for large TPUs. Medium or small TPUs may combine billets as necessary. Additional duties may be assigned at any TPU.

a. **CO, OIC, or CPOIC.** The duties and responsibilities of COs, OICs, and CPOICs are established by reference (d), general orders, customs, and traditions. The authority of COs, OICs, and CPOICs is commensurate with their responsibilities, subject to limitations prescribed by law and reference (d). COs, OICs, and CPOICs are responsible for the overall administration and management of the TPU. In TPDs and smaller TPUs, COs, OICs, and CPOICs may be assigned to the administrative department or division of their parent activity.

b. **Executive Officer (XO) or Assistant Officer in Charge (AOIC).** The XO or AOIC is the direct representative of the CO or OIC and will be primarily responsible for the organization, accountability, performance of the staff, and good order and discipline of the unit.

c. **Administrative Department or Division.** Billets that may be assigned to the administrative department or division, either on a full-time or collateral basis include, but are not limited, to the following:

(1) **Administrative Officer.** Responsible to the XO or AOIC for all command administrative services. Responsible for the supervision and work assignments of all personnel assigned to the TPU.

(2) **Secretary or Yeoman.** Provides administrative services in support of the CO, OIC, or CPOIC.

(3) **Correspondence Secretary or Yeoman.** Responsible for processing and preparing all incoming and outgoing correspondence and reports.

(4) **Training Petty Officer.** Plans and manages training for the TPU staff. Manages and coordinates local, available shipboard and fleet-related training tailored to transient members' expected time on board. Maintains a current list of available local base training programs and program manager points of contact for organizations such as fleet training centers or training support centers and naval station weapons departments to be contacted for transient member placement if possible. Maintains staff and transient Sailor training documentation.



(5) Work Assignments Petty Officer. Responsible for the planning and coordination of work projects and assignment of all transient personnel to work details.

(6) Health and Comfort Petty Officer. Ensures all transients have adequate health and comfort items if they are in a non-pay status. Coordinates with the lucky bag custodian to obtain uniform items for those who report without uniforms in a non-pay status.

(7) Supply Petty Officer. Responsible for the requisition, maintenance, and accountability of TPU supplies.

(8) Legalman or Yeoman. Assists in preparing all legal documents, preparing cases for CO or OIC's NJP, and processing administrative separation cases, etc. Responsible for tracking convening authority actions for personnel confined in the supporting brig in a post-trial status and personnel on involuntary appellate leave. TPUs that house higher percentages of disciplinary transients may establish a legal department or division as necessary to facilitate efficient processing.

d. Regular Transient Department or Division. Billets that may be assigned to the regular transient department or division include, but are not limited to, the following:

(1) Regular Transient Department Head or Division Officer. Reports to the XO or AOIC. Responsible for the overall operation and management of regular transient personnel who are being processed for transfer, expiration of active obligated service, Fleet Reserve, medical board or limited duty, humanitarian assignment, pregnancy, Navy veterans and other Service veterans, etc., and are not in a disciplinary status.

(2) Billeting Petty Officer. Responsible for assignment of all regular transients to rooms or dormitories, as appropriate, commensurate with rate.

(3) Mustering Petty Officer. Responsible for the daily muster and accountability of all regular transient personnel assigned. Coordinates with the work assignment petty officer to ensure accountability of all regular transient personnel and assignment to work details. Coordinates with administrative department and applicable customer service desk (CSD) or personnel support detachment (PSD) to ensure regular transients are aware of, and report to, their scheduled appointments. Responsible for ensuring regular transient personnel are kept aware of the status of their transfer or separation.

(4) Barracks Petty Officer (BPO). The BPO is responsible for the maintenance, cleanliness, and upkeep of rooms and dormitory spaces.

(5) Linen Locker Supervisor. Responsible for the issuance and accountability of linens, blankets, pillows, etc., issued to transient personnel.

e. Disciplinary Transient Department or Division. Billets that may be assigned to the disciplinary transient department or division include, but are not limited to, the following:

(1) Disciplinary Transient Personnel Department Head or Division Officer. Responsible to the XO or AOIC for the overall management and administration of transient personnel who are in a disciplinary status while assigned to the TPU.

(2) Billeting Petty Officer. Responsible for assignment of all disciplinary transients to "open bay" dormitories and bunks by status (e.g., restriction, RILA, awaiting administrative separation, etc.).

(3) Mustering Petty Officer. Responsible for daily muster and accountability of all disciplinary transient personnel. Coordinates with the work assignment petty officer to ensure accountability of all disciplinary transient personnel and assignment to work details. Coordinates with the administrative department and CSD or PSD to ensure disciplinary transient personnel are aware of, and report to, all scheduled appointments.

(4) Dormitory Supervisor. Responsible for the maintenance of good order and discipline, cleanliness, and upkeep of dormitory spaces under his or her control.

(5) Restriction Supervisor. Responsible for the supervision, mustering, accountability, and all related matters concerning personnel serving restriction.

(6) RILA Supervisor. Responsible for the supervision, mustering, accountability, and all related matters concerning personnel placed on RILA while assigned to the TPU.

(7) Lucky Bag and Personal Property Supervisor. Responsible for the gathering, maintenance, and accountability of all uniform items appropriately collected from personnel upon discharge (DD 214 Certificate of Release or Discharge From Active Duty) from the Service under other than honorable or entry level conditions. Responsible for safekeeping all items collected from transient personnel in a disciplinary status (civilian clothes, etc.). As authorized by the CO, OIC or CPOIC, or their designee, issues uniform items, as necessary, to all transient personnel in need of uniform items (e.g., non-pay status, loss of uniform items, etc.).

f. Master-at-Arms (MAA) Department/Division. Billets that may be assigned to the MAA department/division include, but are not limited to, the following:

(1) Chief Master-at-Arms (CMAA). Responsible to the XO or AOIC for the enforcement of good order and discipline. Maintains and administers training to all staff personnel assigned to law enforcement or physical security-type duties. The CMAA must be responsible for the maintenance of training records and must review training records quarterly to ensure all personnel have received required training. Immediately schedules necessary training for personnel who are not current.

(2) MAA Force. Assists the CMAA in maintaining good order and discipline. Performs roving patrol duties and ensures personal appearance standards of all transients and staff are maintained. Conducts searches as authorized by the CO.

(3) Investigator. Investigates all disciplinary reports submitted on staff or transient personnel assigned to the unit and provides the results of such investigation to the CMAA.

(4) Urinalysis Coordinator. Responsible for administering the command's urinalysis program.

(5) Escorts. Responsible for escorting prisoners, confined in the brig, who are assigned to the TPU as their parent command, to appointments (e.g., appearance at courts-martial, medical appointments, legal appointments, etc.). Provide escort functions, as necessary, for personnel in a restricted status.

7. Collateral Duty Assignments. Regional commanders will ensure adequate resourcing of a chaplain and a staff judge advocate to the TPU.

## CHAPTER 4 ASSIGNMENT AND PROCESSING OF TRANSIENT PERSONNEL

1. Assignment of Transients to a TPU. This chapter designates transient personnel who may be assigned to a TPU for processing and sets criteria for moving personnel through the transient personnel pipeline. Transient personnel assigned to TPDs must be processed according to applicable sections of this manual.

2. Required Documentation for Transfer of a Transient. The CO, OIC, or CPOIC of the receiving TPU retains the authority to refuse any transient member who reports without the required documentation but is otherwise an appropriate transient. The following documentation must be generated, or confirmed to be in good order, by the departing command prior to the TPU accepting the transfer of a transient:

- a. Service record (if hard record available)
- b. Health and dental records (if hard record available)
- c. Permanent change of station (PCS) orders
- d. Transfer evaluation or fitness report (FITREP)
- e. Separation physical, parts 1 and 2 (if applicable)
- f. Discharge authority (if applicable)
- g. DD-2648 Pre-separation Counseling Checklist (DD-2648) (if applicable)
- h. Mishap report (if applicable)
- i. Joint Personnel Adjudication System (JPAS) updates (if applicable)

### 3. Regular Transients

a. Personnel Awaiting Separation From the Navy Under Honorable Conditions. Personnel received at TPUs in this status are from commands located outside the continental United States (OCONUS) or from ships or mobile units deployed or scheduled to deploy. Normally, such personnel are to be separated or placed on separation leave within 10 working days of arrival at the TPU. In order that personnel may be separated or placed on separation leave, the transferring command must:

- (1) Ensure that a separation physical has been conducted within the time frame required by current directives; and,

(2) Transfer the individual to the TPU at least 7 working days prior to commencement of separation leave if the ship or mobile unit is scheduled to deploy OCONUS during the period of separation leave.

b. **Personnel Awaiting Further Transfer.** Personnel received at a TPU awaiting further transfer are personnel who are in receipt of permanent change of station (PCS) orders and are either awaiting transportation to a deployed unit or the TPU has been directed to retain the individual on board awaiting the return or arrival of the ship or mobile unit. Ships and mobile units must not transfer personnel in a temporary duty (TDY) status to a TPU pending PCS transfer prior to movement. The ship or mobile unit must either obtain the appropriate order modification to affect transfer prior to departing or effect the PCS transfer as directed.

c. **Personnel Awaiting Further Assignment.** TPUs receive personnel for further assignment in a variety of ways (e.g., Service members who have been hospitalized in a TDY status and are now ready to return to full duty). TPUs must ensure the local CSD or PSD submits initial availability reports immediately upon receipt of the individual at the TPU, and ensure the CSD or PSD submits tracer reports when orders are not received within 14 working days after the initial availability has been submitted. Service members on convalescent leave or TDY must be made available for orders 21 days prior to completion of convalescent leave or TDY. In instances where a Service member has completed hospitalization and is awaiting medical board processing or other appropriate disposition and the medical treatment facility (MTF) has limited quarters for staff, patients, and medical holding company personnel; the Service member may be assigned to the nearest TPU in a TDY status. In such instances, the TPU must berth and employ the Service member; however, management responsibility for the Service member remains with the MTF.

d. **Personnel Pending Departmental Review or Physical Evaluation Board (PEB) Proceedings as a Result of a Medical Board**

(1) If an individual is hospitalized, whether in an MTF or non-MTF, the member must be accounted for on board the Navy MTF, if TDY transferred, until a medical evaluation board is pending per reference (e), MILPERSMAN 1306-1600. If the signed medical board recommends departmental review or PEB procedures, the Service member must be transferred to the nearest TPU, provided the member is ambulatory and not in need of nursing procedures or dietary care or special treatment not readily available outside the MTF. In general, medical hold and holdover personnel who have "serious physical disabilities" or injuries or disabilities that are the "direct result of armed conflict" and are receiving outpatient medical treatment must be assigned or referred to housing that most often exceeds the housing quality standards of the TPU. For example, these personnel must "be able to adequately control the temperature in their housing units." If the member is still assigned to the TPU when in this status, the TPU CO, OIC, or CPOIC and region commander must be advised of the stringent medical hold housing standards as detailed in the Deputy Secretary of Defense memorandum (DoD Housing Inspection Standards for Medical Hold and Holdover Personnel) of 18 September 2007. When an individual reports to a TPU with a condition that is questionable, the CO, OIC, or CPOIC of the



TPU must contact the head, patient administration department of the MTF requesting command clarification. The head, patient administration department is responsible for resolving questionable cases, keeping the best interests of the member, TPU, and MTF in mind.

(2) If a member is being processed by an outpatient medical board (Note: This applies only to personnel who have not been admitted to an MTF in a TDY status), the member must be transferred to a TPU in a TDY status, provided all of the following provisions are met:

(a) The medical board states the member is not fit for full duty.

(b) The member is permanently attached to a command classified as arduous sea duty (type 2) or accompanied or unaccompanied non-rotated sea duty (type 4).

(c) The member is ambulatory and not in need of nursing procedures, dietary care, or special treatment not normally available outside the MTF.

(d) The member's medical condition does not warrant convalescent leave. Convalescent leave must not be granted en route to a TPU. In such cases, the MTF must issue memorandum orders directing the member to report to the TPU to await a medical board and availability processing. If the member reported to the MTF with funded TDY orders for the purpose of travel reimbursement, the MTF must prepare a memorandum endorsement to the orders. The MTF is responsible for notifying the parent command by message that the member has been transferred to the TPU and must direct the parent command to forward the member's records and accounts with TDY orders to the CSD or PSD servicing the TPU. Parent commands must comply with this directive within 5 working days.

(e) Berthing is not available at the MTF.

(f) Once a medical board is signed, finding a Service member not fit for full duty, the Service member may be transferred to the nearest TPU, provided the member is ambulatory and not in need of nursing procedures, dietary care, or special treatment not available outside the naval hospital and condition does not warrant convalescent leave.

(3) If an individual is hospitalized or is in an extended outpatient treatment facility (e.g., traumatic brain injury center, poly-trauma center, burn center, etc.) then the member must be accounted for on board the Navy MTF, if TDY transferred, until a medical evaluation board is pending per reference (e), MILPERSMAN 1306-1600.

e. Service Members Awaiting Special Program Disqualification. Personnel who are being disqualified from special programs (e.g., submarine etc.) and require forced rating conversion (FRC) are received at TPUs from the detaching command. Special program detaching commands must transfer disqualified personnel only upon receipt of FRC notice by the TPU. Transfers prior to receipt of the FRC notice must be accepted only with prior approval of the

TPU CO, OIC, or CPOIC. End of active obligated service must be verified to determine if Service member must extend to meet obligated service requirements.

#### 4. Disciplinary Transients

a. Prisoners. In areas where a military confinement facility (MCF) and TPU are components of the same station, all prisoners assigned to the MCF who have been sentenced to confinement for a period of 31 days or more or who have been awarded a punitive discharge as a part of the courts-martial sentence (regardless of length of confinement) are transferred to the Bureau of Naval Personnel post-trial prisoner unit identification code (UIC) N4110E upon confinement. MCFs having personnel in pretrial confinement at the time of the courts-martial and who receive a punitive discharge as a part of their sentence or who receive confinement of 31 days or more as part of their sentence, must initiate immediate action to provide for the transfer of the Service member from the parent command to the TPU in a TDY status. This is a critical requirement, because without the TDY orders the TPU cannot process the prisoner for separation, submit availability reports, or place the prisoner on either voluntary or mandatory appellate leave upon completion of confinement. If TDY orders are not received within 5 working days of courts-martial sentencing or post-trial confinement, the TPU must request such orders via official message. A follow-up message to the parent command must be sent if TDY orders are not received within 14 working days of the original request. Follow-up messages must include the parent command's chain of command, BUPERS-00D, and the MCF, commonly referred to as a 'brig', as information addressees. To ensure (to the maximum extent possible) that prisoners move MCF-to-gate upon completion of confinement, the following procedures must be followed:

(1) Prisoners Returning to Full Duty Upon Completion of Confinement. Prisoners returning to full duty upon completion of confinement must be made available for orders at least 14 working days prior to their scheduled date of release from confinement. If PCS orders are not received within 2 weeks, advise what action taken messages must be submitted as required by reference (e), MILPERSMAN articles 1306-1712 through 1716. While it is the responsibility of the servicing CSD or PSD to submit availability reports, it is imperative that Navy MCF staff monitor the process to ensure that initial and follow-up reports are submitted.

#### (2) Prisoners Awarded Punitive Discharges as Part of Their Courts-Martial Sentence

(a) Prisoners who have unsuspended punitive discharges as part of their sentences must go on involuntary appellate leave upon release from confinement if the convening authority's (CA) action is not yet completed. Commanders must ensure adequate time is taken to arrange all administrative details (e.g., physical examinations, identification card preparation, etc.) are completed prior to release from confinement.

(b) Prisoners released from confinement who have an unsuspended punitive discharge as a part of their courts-martial sentences and are pending CA action, who do not desire to go on voluntary appellate leave must be transferred to the TPU via PCS orders until CA action is

completed. Where the Service members have pretrial agreements (PTA), TPU staff must review the provisions of the PTA to ensure that voluntary assignment to appellate leave is not stipulated. Once CA action is received, the individuals must be placed on mandatory appellate leave. The CO, OIC, or CPOIC of the TPU may delay a member's transfer to appellate leave when the CA or legal representatives recommend the punitive discharge be suspended and the individual has submitted a request for return to duty to the Naval Clemency and Parole Board (NCPB). TPU personnel must monitor receipt of CA actions for all post-trial prisoners confined in the Navy MCF for 31 days or more or who have unsuspended punitive discharges as part of their sentences, request status of CA action via official Navy message if CA action has not been received within 120 days of the courts-martial, and send a follow-up message every 30 days thereafter. Follow-up messages must info the Office of the Judge Advocate General (OJAG), CNIC N14, and BUPERS-00D.

(c) Prisoners released from confinement at an overseas MCF, who have an unsuspended punitive discharge as a part of their sentence, or Service members who receive a punitive discharge at courts-martial but no post-trial confinement, must be transferred to the nearest CONUS TPU for processing. Transfer must occur without regard to CA action. The overseas command transferring the Service member to a CONUS TPU must ensure required separation physicals and blood tests are completed prior to transfer and provide the CONUS TPU with a copy of all correspondence pertinent to obtaining CA action.

(d) Prisoners released from confinement at a Navy MCF, who have an unsuspended punitive discharge as a part of their sentence, and the CA has not yet taken action, must be transferred to TPU, Naval Station San Diego, CA; TPU, Naval Station Norfolk, VA; or TPU, Naval Station Jacksonville, FL in a TDY/PCS status unless the member requests voluntary appellate leave. When applicable, the Navy MCF must provide the TPU a completed copy of the prisoner's clemency and parole request or a signed waiver of hearing.

**b. Personnel Being Processed for Administrative Separation (ADSEP)**

(1) Parent commands are responsible for processing their own personnel for ADSEP; however, when circumstances warrant, commands may request to transfer a member of their command (not TDY) to a TPU to be processed or separated. Prior to transfer, the Service member must meet minimum criteria for processing and the transferring command must have full concurrence of their immediate superior in command (ISIC) and the receiving TPU. The transferring command must ensure the separation physical is complete and forward a copy of the ADSEP package and all supporting documentation to the processing command. In cases where the separation physical cannot be completed due to operational commitments, the transferring command must advise the TPU. The transferring command should provide the TPU with the Service member's scheduled date and time of arrival.

(2) If a member is in civilian confinement or required by civilian authorities to remain in a geographic area pending trial, the parent command may request the regional coordinator where

the Service member is located to designate an activity to investigate, track, and process the member for ADSEP. Upon designation from the regional coordinator, the parent command must transfer the Service member TDY to the designated command, which may be a TPU.

(3) Service members whose homes of record is not Hawaii, Guam, or the Philippines must not be separated OCONUS (including Hawaii) with an other than honorable (OTH) discharge without specific written approval from BUPERS-00D, Navy Personnel Command (NAVPERSCOM) Conduct and Separations Branch (PERS-83). Service members discharged under OTH conditions attached to forward-deployed ships or overseas commands must be transferred to a CONUS separation activity as listed in reference (e), MILPERSMAN 1910-812. Service members in this category stationed in the central western Pacific area and whose homes of record is Hawaii or Guam should be transferred to TPU Pearl Harbor, HI for separation.

(4) In processing ADSEPs, the following time limits are recommended:

(a) When ADSEP processing is appropriate, a letter of notification (LON) must be issued within 5 working days. A signed copy must be forwarded to CSD or PSD no later than the next working day.

(b) COs with discharge authority in the case, where no administrative board is involved, the elapsed time from the LON to the CO's letter of transmittal (LOT) directing separation and forwarding to CSD or PSD should not exceed 5 working days. Total elapsed time from LON to discharge should not exceed 15 working days.

(c) COs with discharge authority in the case, where an administrative board is elected, the elapsed time from the LON to the CO's initial LOT directing the convening of an administrative board should not exceed 5 working days. In the case of a member who requests defense counsel, an attorney should be assigned within 5 working days. Additionally, after the administrative board results are received, the CO's LOT, directing separation and forwarding to CSD/PSD, should not exceed 5 working days. Total elapsed time from LON to discharge should not exceed 50 working days.

(d) If the discharge authority rests with Assistant Commander, Navy Personnel Command for Career Progression (PERS-8) or officer exercising general courts-martial convening authority (OEGCMCA) and no administrative discharge board is involved, the case must be forwarded to BUPERS-00D or applicable OEGCMCA within 10 working days after issue of the LON. Once the separation authorization is received, the CO must forward to CSD or PSD within 5 working days.

(e) If the discharge authority rests with COMNAVPERSCOM or the OEGCMCA and an administrative discharge board is involved, the completed administrative discharge board results must be forwarded to PERS-83 or applicable OEGCMCA within 60 working days after

issue of the LON. Once the separation authority is received, the CO must forward to CSD or PSD within 5 working days.

(f) In cases requiring Secretary of the Navy (SECNAV) approval, the case must be forwarded to PERS-83 within 60 days after issue of the LON. Once the separation authorization is received, the CO must forward to PSD within 5 working days.

(g) In all cases, the elapsed time from the LON to the CO's LOT, either directing separation or directing the convening of an administrative board, or forwarding the case to higher authority, should not exceed 5 working days.

c. **Members Serving Restriction.** Members placed on restriction at NJP by the CO or OIC of the TPU must be transferred to the disciplinary department or division and must be berthed, wherever possible, in an open bay compartment that is completely separate from other disciplinary transients (i.e., members being processed for ADSEP for disciplinary reasons, members awaiting discharge with a punitive discharge, members under investigation, or members placed in an RILA status). If a separate compartment is not feasible, a portion of the disciplinary berthing area must be set-aside for members serving restriction and the area must be clearly identified. Members serving restriction must be issued restriction orders as outlined in appendix C of this manual.

(1) On occasion, a member being transferred to a TPU may have been awarded restriction wherein the period of such restriction has not expired at the time of transfer. In such cases, all restrictions must remain in effect at TPU unless otherwise notified in writing by the CO. Upon arrival at the TPU, the member must be issued restriction orders as outlined in appendix C, prescribing the limits and conditions of restriction remaining to be served at the TPU. This provision only refers to Service members who would otherwise normally be transferred to a TPU in a transient status.

(2) Per chapter 4, paragraph 6, the TPU is not a disciplinary barracks for area commands and must not accept Service members for the sole purpose of serving the punishment of restriction.

d. **Members Placed in an RILA Status.** Returned Navy deserters and absentees are often transferred or delivered to a TPU for disciplinary processing. If the CO of the TPU intends to courts-martial the member, the member may be placed on RILA as an alternative to pretrial confinement.

(1) Per reference (f), article 13, "No person, while being held for trial, may be subjected to punishment or penalty other than arrest or confinement upon the charges pending against him, nor must the arrest or confinement imposed upon him be any more rigorous than the circumstances required to ensure his presence, but he may be subjected to minor punishment during that period for infractions of discipline." However, once the authority to detain a person



pending trial is exercised, there is a need to set limits to ensure the member is available for trial and to maintain good order and discipline at the TPU. Thus, certain conditions may be imposed while a member is in an RILA status, provided they are related to a non-punitive objective. Accordingly, members placed in an RILA status must be issued RILA orders as outlined in appendix D of this manual.

(2) Additionally, members placed in an RILA status must be assigned to the disciplinary department/division of the TPU and must be berthed, wherever possible, in an open bay compartment separate from other members assigned to the disciplinary department or division (i.e., members awaiting ADSEP processing for disciplinary reasons, members awaiting punitive discharge, members under investigation, and members serving the punishment of restriction). If a separate compartment is not feasible, a portion of the disciplinary berthing area must be set aside for members serving RILA, and the area must be clearly identified and readily distinguishable from the area designed for members serving restriction.

(3) The same rules apply wherein a member belonging to another command is sent to the TPU in an RILA status to await trial by courts-martial (i.e., the member's parent command is out on local operations when the courts-martial is to take place; or, in the case of a shore command, the member must be moved from the shore command for safety or security reasons).

5. **Special Circumstances.** In some instances (e.g., a ship is getting underway for local operations and a crew member has a medical or dental appointment that is critical to meet; a command member is under investigation by the Naval Criminal Investigative Service (NCIS) or is cooperating with NCIS in an ongoing investigation and retention at the parent command would be dangerous; as directed by the regional commander, etc.) it may be appropriate for the TPU to provide berthing, support and administrative services for personnel in a TDY or TDY status. These instances must be dealt with on an individual basis and the CO, OIC, or CPOIC of the TPU has the authority to accept or decline such personnel, as appropriate. When accepted, no-cost TDY orders must be issued for a period not to exceed 30 days.

#### 6. **Inappropriate Assignments to a TPU**

- a. The TPU is not authorized to act as a disciplinary barracks for area commands.
- b. The TPU is not authorized to act as a medical transition company (MTC) for personnel receiving outpatient care (including psychiatric treatment) from an MTF.
- c. The TPU is not a holding company for student dropouts from local school commands.

## CHAPTER 5 OPERATIONS

1. **Central Processing.** A central point must be established at each TPU for personnel checking in and out. This is the focal point for accountability of all transient personnel assigned to the TPU. The terms "central processing" and "TPU quarterdeck" are synonymous. To ensure a positive first impression of the command, personnel assigned to central processing must present a professional, courteous, and military appearance and be knowledgeable of the operation of the TPU. The central processing desk must be staffed 24 hours and supervised by at least one staff member, augmented by regular transient personnel as required by the CO, OIC, or CPOIC. Disciplinary status transients will not be assigned to duties with central processing.

2. **Accountability.** As the central processing unit for all arrivals and departures, central processing must maintain a real-time count of all transients assigned. Personnel checking in and checking-out must be coordinated with the servicing CSD or PSD and utilize an efficient check-in and check-out sheet. CSD or PSD should be encouraged to use an ink stamp when checking-in and checking-out transients to help prevent manipulation of the process. To ensure accountability of transient personnel and to facilitate rapid and efficient processing of personnel, the following procedures are directed:

a. **Transient Personnel Reporting During Normal Working Hours.** Once individuals have checked-in with central processing and have been added to the running count, Service members must be provided with a check-in sheet, introduced to their division officer and directed to report immediately to CSD/PSD with orders and records. Once the Service members have completed checking-in with CSD/PSD, the members must return to their division and complete checking-in to the TPU. The members must be assigned a room or dormitory and bunk commensurate with status and rate (e.g., regular transient, disciplinary transient, E7, E5, and E3). If the division is responsible for room, dormitory, and bunk assignments, the division petty officer must notify central processing as to such assignment. Division petty officers are responsible for advising newly arrived transients as to muster, work assignment, and appointment procedures. At the end of each normal workday, central processing must compile a roster of all personnel who reported to the unit during the day, with the division assignment annotated. A copy of this roster must be provided or made available to the CO, OIC or CPOIC, each division mustering petty officer, and to the work supervisor, CSD/PSD prior to muster the next workday.

b. **Regular Transient Personnel Reporting After Normal Working Hours.** Central processing must exercise muster responsibility and accountability control for all regular transients reporting after normal working hours until after the morning muster on the next normal workday. Once muster is completed on the next normal workday, regular transients must complete check-in with the CSD or PSD (if not already done) and must complete the TPU check-in process. Central processing must maintain a running roster of all transients arriving after normal working hours, for muster purposes, and must advise such personnel of muster requirements. After muster on the next normal workday, the transient's name must be added to the roster of personnel reporting and assigned to a division during that day.

c. **Disciplinary Transients Reporting After Normal Working Hours.** Since the disciplinary section of the TPU always has a permanent TPU staff member on duty, transients who have completed check-in at central processing must immediately be assigned to the disciplinary division. This division must assume mustering and accountability responsibility for the Service member. After muster on the next normal workday, the disciplinary transient must complete check-in procedures with the CSD or PSD (if not already accomplished). Central processing must maintain a running roster of all disciplinary transients who report after normal working hours. Copies of this roster must be provided to the CO, OIC or CPOIC disciplinary transient division officer, work supervisor, and CSD or PSD prior to 0800 on the next normal workday.

**NOTE:** Regular transients who are authorized to live ashore are not required to maintain rooms, bunks or lockers at the TPU. Transients must be required to provide central processing with a local address and phone number where they can be reached. All disciplinary transients must be assigned a dormitory or bunk and locker at the TPU.

d. **Personnel Departing the TPU.** All personnel departing the TPU must check-out with central processing and CSD or PSD. Except in cases of emergency, personnel must check-out of the TPU during normal working hours. Central processing must compile a list of all personnel who depart the TPU each day and provide or make available copies to the CO, OIC, or CPOIC prior to muster on the next normal workday.

**NOTE:** It is imperative that all divisions and CSD or PSD check the arrival and departure listings provided by central processing daily to ensure their records agree. Any discrepancies should be reported to central processing for immediate resolution.

3. **Rosters.** To ensure efficient processing of transient personnel, it is imperative that the TPU and CSD or PSD maintain coordination and cooperation. To this end, representatives of the TPU staff and the CSD or PSD staff must meet at least weekly to compare the Transient Personnel Tracking System (TPTS)-generated alpha roster listing (or other adequate ad hoc report) against the CSD or PSD Transient Monitor Tracking Report (TMTR). Any differences should be investigated and reconciled immediately. This review must also identify personnel remaining on board past the target departure dates and must prompt a review of processing procedures in individual cases.

4. **Musters.** All transient personnel assigned to the TPU will muster daily. Regular transient personnel who are assigned to permanent work centers may muster with their work supervisor by telephone; however, it is recommended that at least one on-site muster of all transient personnel be conducted each week to accommodate the dispensing of administrative announcements and personnel inspections. Only duty sections for regular transient personnel must be required to muster on weekends and holidays. Personnel in a disciplinary status must muster daily unless specifically excused by competent authority. Musters must be conducted in a military manner and all personnel must wear the prescribed uniform as determined by the CO, OIC or CPOIC (e.g., uniform of the day or working uniform). At quarters, mustering petty officers must inform

transient personnel of special announcements, transfers appointments and work assignments for the day. A report of the results of musters will be provided to the CO, OIC, or CPOIC by 0800 each day. Each mustering unit will notify the MAA office when a transient is in an unauthorized absence (UA) status so that the incident is reported. Central processing will be responsible for notifying CSD or PSD of transient personnel listed in a UA status at the conclusion of muster. Immediate action will be initiated to verify that a person is in fact UA, if not present for muster and not sick or incapacitated for some reason (e.g., check room, place a telephone call to the Service member at home if living ashore, etc.).

5. Inspections. Daily personnel inspection of disciplinary transients will be conducted at quarters. Unannounced random spot-check inspections of regular transient personnel will be conducted weekly at quarters.

6. Disturbances and Emergencies. The TPU will publish (at a minimum) the following emergency bills as part of the standard operating procedures (SOP) for the unit:

a. Disturbance. Prevention of a riot or disturbance is the preferred course of action and all SOPs at the TPU will be formulated with this as the objective; however, if a riot or disturbance should occur, procedures must be in place to:

(1) Identify and isolate leaders of the riot or disturbance. Troublesome groups must be treated firmly but fairly.

(2) Outline use of force procedures. Force or physical contact is authorized only when absolutely necessary to prevent injury to an individual or to prevent serious destruction of property. If use of force does become necessary, the minimum amount of force necessary to bring the disturbance under control will be used.

(3) Liaise with base security to ensure adequate procedures are in place to provide emergency support (police, fire, emergency medical technician, etc.) when conditions warrant.

(4) Develop procedures for use of instruments of restraint. Instruments of restraint must not be used at the TPU unless necessary to prevent injury to an individual or to prevent serious damage to property and when other methods of control would be ineffective. Use of restraint must be authorized by the CO, OIC, or CPOIC (or the senior TPU staff member present in the absence of the CO, OIC, or CPOIC) or by a medical officer. A logbook entry will be made when restraints are used and will include an explanation of why it was necessary to use restraints and who authorized their use.

**NOTE:** The foregoing in no way limits the use of instruments of restraint by law enforcement (base security) personnel involved in the apprehension of persons suspected of, or in the process of, committing offenses.

(5) Ensure TPU staff is unarmed at all times.

(6) Ensure adequate procedures are in place on the installation to handle hostage situations. Identify who is responsible for negotiations (NCIS, base security, local authorities, etc.). The CO, OIC, or CPOIC of the TPU must never be the negotiator. Procedures should emphasize that persons taken hostage lose all authority.

b. Fire Bill. Prevention of fire is the objective of any fire bill; therefore, the bill should stress safety procedures to be observed and enforced by all personnel (both staff and transients) assigned to the TPU. The fire bill will also include a minimum schedule for conducting fire drills. A diagram outlining evacuation routes will be posted in all berthing and working areas. The fire bill will be coordinated with and approved by the station fire marshal. At a minimum, the fire bill will include the following:

- (1) designation of muster points and security necessary if the TPU has to evacuate,
- (2) availability and location of all firefighting equipment, and
- (3) availability and location of all portable lighting equipment.

c. Natural Disaster Bill. At a minimum, the natural disaster bill must provide the following:

(1) designation of evacuation point, and security required should it become necessary to evacuate the TPU;

(2) routes to be taken to reach evacuation points;

(3) provisions for emergency food, water, and first aid;

(4) procedures for accounting for all staff and transient personnel once evacuation has been completed and upon return to the TPU; and,

(5) establishment of working parties to assist in clean-up, rescue efforts, etc.

7. Good Order and Discipline. TPUs will operate as any other naval organization, in a military environment with all military courtesies, customs, and traditions observed. Transient personnel, whether or not they are in a disciplinary status, must not be required to perform non-standard military practices (e.g., salute enlisted personnel). The CO or OIC of the TPU has NJP authority, and when authorized per references (b) and (c), special courts-martial authority, over all TPU staff and transient personnel.

8. Restriction. Service members in a restricted status at the TPU are either serving restriction awarded as a result of NJP or courts-martial or placed in an RILA status by the CO of the TPU.



In either case, it must be recognized that restriction is moral restraint as opposed to confinement, which is the physical restraint of an individual. In administering restriction, the following guidelines are provided:

a. The Service member will be provided with a written copy of restriction papers which outline:

- (1) boundaries of the restriction (e.g., the limits of the naval station);
- (2) areas of the station that are off-limits during restriction (e.g., clubs, bowling alleys, snack shops, etc.);
- (3) times for muster (as often as deemed necessary by the CO, OIC or CPOIC; however, musters should neither interfere with normal sleeping hours nor with the Service member performing a normal workday);
- (4) uniform requirements (restricted personnel should not normally be allowed to wear or have civilian clothes in their possession while in a restricted status);
- (5) designated area where restriction will be served and assigned berthing area;
- (6) failure to make required musters and breaching the limits of restriction are offenses punishable under the UCMJ by either courts-martial or NJP; and,
- (7) prohibition of the possession of contraband (define what constitutes contraband (e.g., civilian clothes, alcohol, etc.)). Searches of individuals and their lockers may be conducted at the CO's direction.

**NOTE:** Restriction papers should be signed by the CO or OIC (or those designated in writing) and by the TPU staff outlining the provisions of restriction. Restriction papers must be signed by the Service member being placed on restriction, acknowledging notification of restriction and that the contents have been explained. If the restricted person refuses to sign the document, this will be noted by the TPU staff by preparing and signing a statement documenting the time, date, and location where the provisions of the restriction were explained to the Service member and attaching it to the restriction papers.

b. Areas designated as restriction and berthing areas where restricted personnel are assigned should be secured to eliminate access from outside but must provide an exit point. No special security fixtures will be installed in the designated restricted area. Exit doors will be alarmed to alert TPU staff when opened.

c. Service members on restriction are required to work and should observe a normal workday. Work will be meaningful and contribute to the support of the command and Navy.

d. When going to appointments (e.g., medical, CSD or PSD, legal, etc.), Service members on restriction should use a walking chit system or check out with the TPU quarterdeck. Service members in a restricted status should not be escorted to appointments by a TPU staff.

e. Military identification cards will not be confiscated from Service members in a restricted status.

9. Leave and Liberty. To ensure expedient processing, regular transient personnel will be discouraged from taking annual leave. The CO, OIC or CPOIC may approve leave for regular transients on a case-by-case basis when it is in the best interest of the Service member and Navy. Transients in a disciplinary status will not normally be granted annual leave. The CO, OIC, or CPOIC may grant emergency leave for any transient person when warranted. Liberty will be granted per existing Navy policy for ashore commands, as determined by the CO, OIC or CPOIC as provided for in reference (e), MILPERSMAN 1050-280.

10. Personal Appearance. Transient personnel will present a neat, well-groomed military appearance always. No special identification or uniform articles are authorized. Returned deserters who do not have proper military uniforms in their possession will be provided, on a temporary basis, a minimum issue of uniforms from the TPU lucky bag.

11. Programs. The following programs will be provided for all transient personnel:

a. Indoctrination

(1) Transients will attend a formal indoctrination program. Every effort will be made to schedule indoctrination on the first normal workday after arrival. The number of transient receipts may not justify daily indoctrination programs; however, to ensure timely indoctrination, a minimum of two will be provided weekly. The indoctrination program will be positive in tone and stress the importance of the transient Service member in the process. The CO, XO, OIC, AOIC, or CPOIC will personally make a presentation (in person or via videotape) during the indoctrination program. The following topics will be addressed during indoctrination:

(a) Mission of the TPU

(b) Chain of command at the TPU

(c) Military bearing and rules and regulations at the TPU

(d) Anticipated length of stay of a transient at the TPU

(e) Leave and liberty policy

- (f) Work requirements
- (g) Daily routine
- (h) Mailing address
- (i) Services available (e.g., recreational, medical, legal, dental, religious, etc.)
- (j) Contraband
- (k) Training (e.g., general military, special, physical, etc.)
- (l) Inspections (personnel and zone)
- (m) Activities in the area that Service members may find interesting
- (n) Activities and areas to be avoided (i.e., high risk activities, off-limits areas, etc.)  
where applicable
- (o) Legal services
- (p) Counseling services, and
- (q) Morale, welfare, and recreation (MWR).

(2) Discipline transients will attend a separate formal indoctrination program (usually immediately following the regular transient indoctrination) covering all items listed above and outlining any special items of which they need to be aware (e.g., restriction program, off-limit activities and areas, appointments, etc.).

b. **Work Program.** All transient personnel will be assigned to work details that do not interfere with their processing. Expeditionary processing takes precedence over work assignments. Transients are not to be viewed as "labor assets" to fill vacant or gapped billets.

c. **Physical Training.** A formal, command-sponsored physical training program is not required for transient personnel; however, they should be encouraged to develop their own physical training program and be informed of station assets available for physical fitness activities.

d. **Training.** General military training (GMT) is not required for transients. Transients expected to remain at the TPU for extended periods of time (e.g., awaiting PEB action, return of afloat commands, etc.) will participate in GMT with TPU staff, if feasible.

e. Religious Program. A chaplain will be assigned to the TPU on a collateral duty basis. The chaplain or an appropriate representative should address transients during indoctrination concerning the availability of programs and assistance.

f. Legal Services. The Regional Legal Services Office (RLSO) or Defense Service Office (DSO) may provide legal assistance, depending on the area. Transient personnel will be advised of procedures to receive such services.

g. Counseling Services. Career counselors, drug and alcohol counselors, and the command master chief are available at the TPU, parent command, or station. Transient personnel will be advised of procedures to gain their services.

h. MWR. All transients should be briefed during indoctrination on services available through MWR programs.

12. NAVPERs 1336/3 Special Request/Authorization. All transient personnel have the right to submit special request chits. Member rights and command requirements as directed by reference (d) (Navy Regulations) will apply.

13. Medical Transition Company (MTC). TPUs do not operate MTCs. MTCs are minimum care facilities located at naval hospitals or medical clinics. They are staffed by medical personnel and Service active duty enlisted personnel who have been released from inpatient care at the hospital, but whose condition is such they cannot return to full duty and must remain in an outpatient status. Transient personnel in this status will remain assigned to MTCs until they are fully released and ready to return to full duty, LIMDU, or to process for separation and to await the results of a PEB.

CHAPTER 6  
ADMINISTRATIVE MATTERS

1. Responsibilities

a. BUPERS-00D is responsible for establishing policy and standards for the administration and operation of TPUs.

b. CNIC N14, through the chain of command, is responsible for the day-to-day operation and administration of TPUs in its area of responsibility. CNIC N14 and BUPERS-00D will ensure inspections of TPUs are conducted triennially or within 30 days before a change of command. A copy of the report of inspection will be provided to CNIC N14.

c. COs, OICs or CPOICs will administer TPUs in conformance with this manual and any other instructions issued by higher authority.

d. COs, OICs or CPOICs of the local transaction service center (TSC) will provide pay, personnel, and passenger transportation support to the TPUs. Ideally, the TPU and TSCs should be collocated.

e. The base security department will, upon request, augment training for TPU personnel assigned to master-at-arms (MA) duties.

2. Records and Reports. Medical and dental records will be maintained by medical and dental personnel as locally directed. The TPU will compile and maintain records and reports deemed necessary to operate the unit. At a minimum, the following will be included:

a. Transient Listing. A real-time running count of transient personnel assigned to the unit will be maintained at central processing using Transient Personnel Tracking System (TPTS) (alpha report).

b. Special Transient Population Report. Whenever transient population levels reach 90 percent of steady state overall or in any one berthing type (i.e., RILA or restriction) or conditions are such that serious overcrowding at the TPU is anticipated, a message report will be submitted with information to the chain of command and BUPERS-00D. Specific requests for assistance (e.g., diversion of returned deserters) should be included in this report.

c. Incident Reports. These reports are used to advise of events that have potential to generate media attention, result in embarrassment to the Navy, or focus attention on the TPU. Incidents will be reported as unit situation reports (UNIT SITREP) or OPREP-3 Navy Blue, whichever is appropriate per reference (h). BUPERS-00D should be included as a "info"

addressee on all incident reports. Incidents which should be reported include, but are not limited to, the following:

- (1) Death of a Service member;
- (2) Suicide or suicide attempt;
- (3) Mass strike, riot, or disturbance;
- (4) Incidents with racial overtones;
- (5) Incidents of maltreatment or abuse;
- (6) Incidents of sexual harassment and abuse; and
- (7) Bomb threats.

d. Mishap Reports. Mishap investigations and reports are required per OPNAVINST 5102.1D for incidents involving material (property) damage, personnel injury or death, Navy civilian occupational injuries and illnesses and motor vehicle, explosive, and diving mishaps. Mishap reports are filed in addition to OPREP-3 reports, SITREPs, and investigations.

e. Daily Sanitation Inspections. A written report of inspection results and actions taken to correct noted discrepancies will be kept on file at the TPU for 2 years.

f. Weekly Safety and Security Inspections. A written report of inspection results and actions taken to correct noted discrepancies will be kept on file at the TPU for 2 years.

g. Monthly Zone Inspections. A written report of inspection results and actions taken to correct noted discrepancies will be kept on file at the TPU for 2 years.

h. Quarterly Sanitation Inspection. A written report of inspection results and actions taken to correct noted discrepancies will be kept on file at the TPU for 2 years.

3. Logs. All logs maintained at the TPU will be of the bound, consecutively-numbered variety or a BUPERS-00D-approved system, electronically maintained on a computer. The following logs will be maintained by all TPUs:

a. TPU Log. This log is a permanent record of the operation of the TPU. The TPU log will be maintained in chronological order and will be neatly handwritten in ink or typed utilizing a BUPERS-00D-approved electronically generated log maintained on a computer. This log will be marked "For Official Use Only." At a minimum, this log will include the following entries:

- (1) Logs will have an opened and closed date and must include page numbers;
- (2) Date and times of all emergencies or emergency drills with any noteworthy actions occurring during the event;
- (3) Date and times of the start and completion of all inspections. Since written reports of all inspections are required to be kept on file at the TPU, the results of inspections need not be included in the log;
- (4) A record of riots, disorders, unusual events, and a chronological record of all actions taken;
- (5) Results of musters to include the name, rate and DoD identification number of any Service member reported as an unauthorized absentee;
- (6) Official visits will include name, rank, and title of official visitor and purpose of visit;
- (7) Name, rate and DoD identification number of all transient personnel reporting to or detaching from the TPU. Larger TPUs may maintain a separate log for this information.
- (8) Name, rate, and DoD identification number of all transient or staff personnel departing on and returning from leave;
- (9) Change of watches to include an entry on inventory of accountable items (e.g., keys, riot gear instruments of restraint, etc.).

b. **Pass-Down Log.** A pass-down log will be maintained for both the regular and disciplinary sections of the TPU. The pass down log records information of interest to staff personnel coming on duty and is usually information of a temporary nature. Items requiring ongoing or permanent action should be the subject of official correspondence or memorandums or be incorporated into the unit SOP.

4. **SOP Instruction.** Each TPU will publish an SOP instruction. The SOP will outline the mission of the TPU, establish the chain of command within the unit and for the unit itself, provide rules of conduct for staff and transients, and issue emergency bills, post orders, and special instructions required by the CO, OIC, or CPOIC. The SOP should be unit-specific and should not be just a reiteration of the contents of this manual.

5. **Brig Disposition Board.** If the station where the TPU is located has a brig assigned, the TPU will be the parent command for personnel confined in the brig in a TDY status. The TPU is responsible for all post-confinement actions concerning the individual. These actions include a determination by the brig disposition board as to whether prisoners who did not receive punitive discharges as part of their courts-martial sentences should return to duty upon completion of

confinement. The CO, OIC, or CPOIC of the TPU (or a designated senior staff member) will be a member of the brig disposition board. The CO, OIC, or CPOIC is not bound by the recommendation of the brig disposition board but should take the recommendation into consideration in evaluating each case.

6. Laundry. Adequate laundry facilities will be available in the TPU, be clearly identified, and provided for all transient personnel.

7. Lucky Bag. Each TPU will maintain a lucky bag where uniform items, appropriately collected from personnel upon discharge from the Navy under OTH and entry level conditions are retained. These items will be issued to transients on an as-needed basis until Service members can provide their own uniforms. A receipt will be filed for all items provided to transients. All items will be cleaned and returned to the lucky bag when Service members receive their own gear or when checking out of the unit. If it becomes necessary to transfer a member with lucky bag gear, a notation will be made in TPU records and the member's reporting command will be notified and requested to have the Service member clean and return the items when no longer needed. The petty officer in charge of the lucky bag will be the only person with access to this area. A spare key to the lucky bag space should be kept by the CO, OIC, or CPOIC in a sealed envelope, to be used in the event of emergencies. Emergency clothing issues may be provided to the TPU command duty officer for use after normal working hours. Strict accountability for all such items (receipts) will be maintained.

8. Personal Property. It may become necessary to confiscate personal property belonging to personnel in a disciplinary status or to provide storage space for property belonging to regular transient personnel. All items will be inventoried using NAVPERS 1640/17 Inventory and Receipt of Valuables, Clothing and Personal Effects in the presence of the Service member. Inventory sheets will be signed and dated by the Service member and the TPU staff member conducting the inventory. A signed copy of the NAVPERS 1640/17 will be given to the Service member, one copy will be kept with the stored personal property, and the original will be kept on file with the personal property custodian. The personal property custodian will be the only member with access to the storage area where personal property is stowed. Additionally, all property will be stored and sealed (in a seabag if available) with boxcar type seals with the seal number recorded on the NAVPERS 1640/17. The personal property custodian will maintain a log recording all boxcar seal numbers (consecutively) and records, to whom and when, issued and destroyed. If it becomes necessary for TPU staff members, other than the personal property custodian, to confiscate or accept personal items from transients (e.g., after normal working hours) or to transfer the Service members property, an OPNAV 5580/22 Evidence/Property Custody Document will be used to account for such property until turned over to the property custodian, another command (i.e., brig) or returned to the Service member. The completed chain-of-custody form will be kept on file at the TPU by the property custodian for 2 years.

9. Funds and Valuables. Under no circumstances will the TPU accept funds or other valuables from transient personnel. All transient personnel are provided with lockers in which they can



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maintain their own gear, to include monies. If transients have a large sum of money, they should be advised to open a bank account or obtain traveler's checks, etc.

10. Lockers. Each transient assigned a room or bunk at the TPU will be assigned a locker. The transient is responsible for providing a lock for the locker. Lockers will be kept locked at all times when members are not in the immediate vicinity. Unassigned lockers at the TPU must be secured. Boxcartype seals or command locks will be used for this purpose. Keeping the unassigned lockers sealed discourages stowage of contraband.

11. Notification Responsibilities. COs, OICs and CPOICs will comply with the requirements of reference (h) on the notification of military personnel assigned to the TPU awaiting discharge or appellate leave who are convicted of sex offenses or crimes against minors.

BUPERSINST 1306.77  
16 Feb 2021

APPENDIX A  
SPECIAL TRANSIENT PERSONNEL POPULATION REPORT

FM TPU/TRANSIENT ACTIVITY  
TO NAVPERSCOM MILLINGTON TN//BUPERS-00D//  
INFO CNIC N14  
ISIC  
FLEET COMMANDER, IF APPROPRIATE

UNCLAS//NO1306//

MSGID/GENADMIN/

SUBJ/SPECIAL TRANSIENT PERSONNEL POPULATION REPORT,  
RCS BUPERS 1306-1//

REF/A/DOC/BUPERS/8OCT08//

AMPN/REF A IS BUPERSINST 1306.77D, MANUAL FOR THE ADMINISTRATION OF  
TRANSIENT PERSONNEL UNITS (TPU)//

RMKS/1. THIS SPECIAL REPORT IS TO NOTIFY NAVPERSCOM THAT TPU  
(ACTIVITY NAME) HAS REACHED STEADY-STATE/SURGE CAPACITY WITH  
(NUMBER) TRANSIENT PERSONNEL AS FOLLOWS:

A. TOTAL NUMBER OF TRANSIENTS PHYSICALLY ON BOARD TPU IN GENERAL  
STATUS:

- (1) FOR FURTHER ASSIGNMENT:
- (2) FOR FURTHER TRANSFER:
- (3) PENDING REGULAR SEPARATION/RETIREMENT:
- (4) PENDING ADSEP, NOT OF A DISCIPLINARY NATURE (E.G., HARDSHIP,

OBESITY):

- (5) OTHER (INCLUDE MED HOLDS/LIMBUS):

B. TOTAL NUMBER OF TRANSIENTS PHYSICALLY ON BOARD TPU IN A  
DISCIPLINARY STATUS:

- (1) AWAITING NJP:
- (2) AWAITING COURTS-MARTIAL (INCLUDE RILA):
- (3) AWAITING CIVIL ACTION:
- (4) AWAITING APPELLATE REVIEW NOT ON LEAVE:
- (5) AWAITING CA/SA ACTION:
- (6) AWAITING TECHNICAL ARREST ORDERS:
- (7) PENDING ADSEP OF A DISCIPLINARY NATURE (E.G., DRUG ABUSE):
- (8) OTHER (SPECIFY IN REMARKS):

C. TOTAL NUMBER OF TRANSIENTS PHYSICALLY ON BOARD TPU IN A RESTRICTED STATUS:

D. TOTAL NUMBER OF TRANSIENTS NOT PHYSICALLY ON BOARD BUT ACCOUNTABLE TO TPU:

(1) GENERAL STATUS:

(2) DISCIPLINE STATUS:

(A) UA/DESERTER:

(B) APPELLATE LEAVE:

(C) CIVIL CONFINEMENT:

(D) OTHER:

E. TOTAL NUMBER OF TRANSIENTS WITH ACTION DELAYED PENDING RECEIPT OF RECORDS.

(1) GENERAL STATUS:

(2) DISCIPLINE STATUS:

2. NAME AND TELEPHONE NUMBER OF POINT OF CONTACT FOR THIS REPORT:

3. REMARKS:

BUPERSINST 1306.77  
16 Feb 2021

APPENDIX B  
TRANSIENT PERSONNEL UNIT INSPECTION GUIDELINES

BUPERS-00D keeps the dynamic TPU inspection guidelines on file, current, and updated.  
Copies can be obtained by calling (901) 874-4451/DSN 882.

APPENDIX C  
SAMPLE FORMAT  
IMPOSITION OF RESTRICTION ORDERS

From: Commanding Officer/Officer in Charge, (TPU)

To: \_\_\_\_\_ (Restrictivee)  
LAST NAME FIRST MIDDLE RATE DoD ID

Subj: IMPOSITION OF RESTRICTION

Encl: (1) Transient Personnel Unit (TPU) Rules of Conduct

1. You have been awarded (number of days) restriction by (CO, OIC or activity). You will remain in a restricted status until \_\_\_\_\_. You are hereby restricted to the limits of (specify activity) and you are assigned bunk and locker number \_\_\_\_\_ in barracks \_\_\_\_\_.

2. In addition to enclosure (1), you will also be governed by the following rules and regulations while in a restricted status:

a. You will continue to perform full military duties and any other duties assigned. Failure to perform such duties will result in the initiation of disciplinary action.

b. You will wear a complete clean working uniform during the performance of duties unless you are directed to wear a Service dress uniform.

c. You are required to muster on all weekdays at (prescribe where, e.g., the foot of your assigned bunk, master-at-arms (MAA) office, TPU quarterdeck) in a clean uniform of the day at the following times: (specify times). You are required to be in your bunk between taps and reveille. Regular bunk checks will be conducted between taps and reveille at unspecified times. Personnel missing muster or bunk checks may be charged with unauthorized absence or missing from appointed place of duty. Lying or sitting on bunks during working hours is prohibited. Bunks and lockers will be properly made, maintained, stowed, secured, and tagged as required or appropriate.

d. You are not permitted to leave your assigned berthing area without signing out with the duty MAA. All appointments during duty hours to see or visit other personnel or offices, such as the chaplain, legal, Counseling and Assistance Center (CAAC), customer service desk (CSD) or personnel support detachment (PSD,) Navy Exchange (NEX), etc., will be made for you by the duty MAA. You will proceed directly to and from the site of your appointment using a walking chit, which must be obtained from the duty MAA.

Subj: IMPOSITION OF RESTRICTION ORDERS

e. You must not enter the NEX food court, base clubs, package liquor store, bowling alley, or bachelor enlisted quarters (BEQ) other than barracks number (restricted dorm). On (specify day(s) and time(s)) you may visit the NEX Retail Store, NEX Barber Shop, NEX Laundry and Tailor Shop, Clothing and Small Stores, bank, Federal credit union, and post office. Failure to comply with the above limitations will constitute a breach of restriction and is grounds for disciplinary action. Additionally, your free-hour privileges may be suspended.

f. Use of office phones without prior approval of a TPU staff member is prohibited. Personal telephone calls are restricted to no more than 10 minutes duration. A pay phone located in the TPU disciplinary berthing area must be used for personal phone calls. Official incoming messages may be left with the TPU MAA at (give phone number) for delivery to you. The duration of phone calls may be extended by the TPU MAA, provided this does not restrict phone use by other personnel in a restricted status.

g. Your personal possessions will be inventoried; items not required or authorized will be placed in storage and will not be returned until you are released from a restricted status. Your possession of any item, which is prohibited by law, will be confiscated as contraband, and you may be subject to further disciplinary action for such possession. You are not authorized to wear civilian clothing while in a restricted status.

(1) A minimum seabag (specify minimum requirements) will normally be maintained. If you do not have a minimum outfit, you will be required to buy all missing items. All items of military clothing must be stenciled or embroidered with proper names so that ownership can be determined.

(2) The following is a list of personal possessions which are authorized to be in your possession while in a restricted status. Any items not appearing on this list and not otherwise authorized by applicable regulations will be seized, inventoried, and held by the chief master-at-arms (CMAA) until the period of restriction has terminated. The items, so seized, will then be returned.

(a) Toiletry and personal hygiene items, to include soap, toothpaste, shampoo, deodorant, etc.

(b) Reading material of a quantity that can be properly stored in your locker

(c) Jewelry authorized by U.S. Navy Uniform Regulations

(d) Prescription medication

Subj: IMPOSITION OF RESTRICTION ORDERS

(3) Possession (or, where appropriate, consumption) of the following items are prohibited:

- (a) Food or mess gear in the restricted barracks
- (b) Weapons of any kind or any objects readily lending themselves to use as a dangerous weapon
- (c) Radios, recorded/digital music players, televisions, computers, cell phones or musical instruments (i.e., personal entertainment devices)
- (d) Alcoholic beverages (including beer) or controlled substances
- (e) All jewelry not authorized by U.S. Navy Uniform Regulations
- h. Reveille will be held at (specify time) and taps will be held at (specify time). Quiet will be maintained after taps until reveille.
- i. Smoking is prohibited in the berthing area.
- j. Gambling in any form is prohibited.
- k. Operation of any government or privately-owned motor vehicle while in a restricted status without express prior authorization is prohibited. Additionally, restricted personnel must not enter nor be transported in a privately-owned vehicle without the express prior written permission of the duty MAA.
- l. Only current medications, the prescription of which is reflected in the Service member's medical record or which has been prescribed by (local medical facility), will be authorized.
- m. Personnel using the lounge must be properly dressed in a complete uniform. Restricted personnel may watch television during the hours of (specify times), Monday through Friday. Hours for weekends and holidays will be upon completion of working and clean up assignments.
- n. The restricted barracks windows must not be used for entry or exit purposes.

3. Visitation

- a. Visiting hours in the restricted dorm are from (specify times) on Saturdays, Sundays, and holidays and will be conducted in the TPU lounge area. In the event of a restricted member's parents, spouse, or close relative traveling a long distance that would not coincide with the above

Subj: IMPOSITION OF RESTRICTION ORDERS

times, or for some other reason not being able to visit during regular visitor's hours, an exception may be made by the senior duty MAA on watch. Official visitors may be authorized as requested.

b. Any visits by unmarried persons under the age of 18 years, not a relative of the person restricted, will not be permitted unless they are accompanied by either their parent or person authorized by the CMAA.

c. Visitation may be terminated or denied at any time for reasonable cause.

d. All visitors must log in with the duty MAA.

e. All gifts and other items brought for you by visitors must be inspected by the duty MAA before you can accept them.

SIGNATURE \_\_\_\_\_ TIME AND DATE

(CO or OIC imposing restriction or restriction previously imposed by competent authority. If signed by anyone else, it must be "By direction of the CO or OIC").

I certify that I have read and fully understand the above rules and regulations. I further understand that disregard of these rules and regulations is a violation that may result in further disciplinary action.

SIGNATURE (Restricted person) \_\_\_\_\_ TIME AND DATE

SIGNATURE (Witness) \_\_\_\_\_ TIME AND DATE



APPENDIX D  
SAMPLE FORMAT  
IMPOSITION OF RESTRICTION IN LIEU OF ARREST ORDERS

From: Commanding Officer/Officer in Charge, (TPU)

To: (Restrictivee)

LAST NAME FIRST MIDDLE RATE DoD ID

Subj: IMPOSITION OF RESTRICTION IN LIEU OF ARREST OR CONFINEMENT  
PENDING DISPOSITION OF CHARGES

Encl: (1) Transient Personnel Unit (TPU) Rules of Conduct

1. You are hereby restricted to the limits of (specify activity) and you are assigned bunk and locker number \_\_\_\_\_ in barracks \_\_\_\_\_. You will remain in this restricted status until released by competent authority.

2. In addition to enclosure (1), you will also be governed by the following rules and regulations while in a restricted status:

a. You will continue to perform full military duties and any other duties assigned. Failure to perform such duties will result in the initiation of disciplinary action.

b. You will wear a complete clean working uniform during the performance of duties unless you are directed to wear a Service dress uniform.

c. You are required to muster on all weekdays at (prescribe where, e.g., the foot of your assigned bunk, master-at-arms office (MAA), TPU quarterdeck) in a clean working uniform at the following times: (specify times). You are required to be in your bunk between taps and reveille and regular bunk checks must be made between taps and reveille at unspecified times. Personnel missing muster or bunk checks must be charged with unauthorized absence or missing from appointed place of duty. Lying or sitting on bunks during working hours is prohibited. Bunks and lockers must be properly made, maintained, stowed, secured, and tagged as required or appropriate.

d. You are not permitted to leave your assigned berthing area without signing out with the duty MAA. All appointments during duty hours to see or visit other personnel or offices, such as the chaplain, legal, Counseling and Assistance Center (CAAC), customer service desk (CSD) of personnel support detachment (PSD), Navy Exchange (NEX), etc. will be made for you by the duty MAA. Such appointments will not be disapproved unless it is determined that they are being intentionally utilized to unreasonably interfere with the performance of your normally assigned duties. You will proceed directly to and from the site of your appointment using a walking chit which must be obtained from the duty MAA.

Subj: IMPOSITION OF RESTRICTION IN LIEU OF ARREST ORDERS

e. You must not enter the NEX food court, base clubs, package liquor store, bowling alley, or BEQs other than barracks number (restricted dorm). On (specify day(s) and time(s)) you may visit the NEX Retail Store, NEX Barber Shop, NEX Laundry and Tailor Shop, Clothing and Small Stores, bank, Federal credit union, and post office. Failure to comply with the above limitations will constitute a breach of restriction and is grounds for disciplinary action. Additionally, your free-hour privileges may be suspended.

f. Use of office phones without prior approval of a TPU staff member is prohibited. Personal telephone calls are restricted to no more than 10 minutes duration. A pay phone located in the TPU disciplinary berthing area must be used for personal phone calls. Official incoming messages may be left with the TPU MAA at (give phone number) for delivery to you. The duration of phone calls may be extended by the TPU MAA, provided this does not restrict phone use by other personnel in a restricted status.

g. Your personal possessions will be inventoried; items not required or authorized will be placed in storage and will not be returned until you are released from a restricted status. The possession of any items, which is prohibited by law, will be confiscated as contraband and you are subject to further disciplinary action for such possession. You are not authorized to wear civilian clothing while in a restricted status.

(1) A minimum sea bag (specify minimum requirements) will normally be maintained. If you do not have a minimum outfit, you will be required to buy all missing items. All items of military clothing must be stenciled or embroidered with proper names so that ownership can be determined. Personnel awaiting courts-martial must have a complete Service Dress Blue Uniform in good condition.

(2) The following is a list of personal possessions which are authorized to be in your possession while in a restricted status. Any items not appearing on this list and not otherwise authorized by applicable regulations will be seized, inventoried, and held by the chief master-at-arms (CMAA) until the period of restriction has terminated. The items, so seized, will then be returned.

(a) Toiletry and personal hygiene items, to include soap, toothpaste, shampoo, deodorant, etc.

(b) Reading material of a quantity that can be properly stored in your locker

(c) Prescription medication (with verified current prescription in medical record)

(d) Jewelry authorized by U.S. Navy Uniform Regulations

Subj: IMPOSITION OF RESTRICTION IN LIEU OF ARREST ORDERS

(3) Possession (or, where appropriate, consumption) of the following items are prohibited.

- (a) Food or mess gear in the restricted barracks
- (b) Weapons of any kind or any objects readily lending themselves to use as a dangerous weapon
- (c) Radios, recorded music players, televisions, computers, cellular phones, or musical instruments (i.e., personal entertainment devices)
- (d) Alcoholic beverages (including beer) or controlled substances
- (e) All jewelry not authorized by U.S. Navy Uniform Regulations
- h. Reveille will be held at (specify time) and taps will be held at (specify time). Quiet will be maintained after taps until reveille.
- i. Smoking is prohibited in the berthing area.
- j. Gambling in any form is prohibited.
- k. Operation of any government or privately-owned motor vehicle while in a restricted status without express prior authorization is prohibited. Additionally, restricted personnel must not enter nor be transported in a privately-owned vehicle without the express prior written permission of the duty MAA.
- l. Only current medications, the prescription of which is reflected in the Service member's medical record or which has been prescribed by (local medical facility), will be authorized.
- m. Personnel using the lounge must be properly dressed in a complete uniform. Restricted personnel may watch television during the hours of (specify times), Monday through Friday. Hours for weekends and holidays will be upon completion of working and clean-up assignments.
- n. The restricted barracks windows must not be used for entry or exit purposes.

### 3. Visitation

a. Visiting hours in the restricted dorm are from (specify times) on Saturdays, Sundays, and holidays and will be conducted in the TPU lounge area. In the event of a restricted member's

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Subj: IMPOSITION OF RESTRICTION IN LIEU OF ARREST ORDERS

parents, spouse, or close relative traveling a long distance that would not coincide with the above times, or for some other reason not being able to visit during regular visitor's hours, an exception may be made by the senior duty MAA on watch. Official visitors may be authorized as requested.

b. Any visits by unmarried persons under the age of 18 years, not a relative of the persons restricted, will not be permitted unless they are accompanied by either their parent or person authorized by the CMAA.

c. Visitation may be terminated or denied at any time for reasonable cause.

d. All visitors must log in with the duty MAA.

e. All gifts and other items brought for you by visitors must be inspected by the duty MAA before you can accept them.

SIGNATURE \_\_\_\_\_ TIME AND DATE

(CO imposing restriction. If signed by anyone else, it must be "By direction of the CO").

I certify that I have read and fully understand the above rules and regulations. I further understand that disregard of these rules and regulations are a violation that may result in further disciplinary action.

SIGNATURE (Restricted person) \_\_\_\_\_ TIME AND DATE

SIGNATURE (Witness) \_\_\_\_\_ TIME AND DATE

APPENDIX E  
SAMPLE FORMAT  
TRANSIENT PERSONNEL UNIT RULES OF CONDUCT

1. All transient personnel assigned to the TPU are required to obey all orders immediately and precisely, be present at required spaces at designated times, be present for scheduled musters and assignments, and not possess contraband, nor engage in disruptive behavior.
2. The following are prohibited:
  - a. Weapons are not allowed in the TPU. (Local procedures may allow for turn-in for safekeeping of sporting arms at other base activities.)
  - b. Illegal drugs categorized as substances including controlled substances, controlled substance analogues (as defined in OPNAVINST 5350.4D), and all other prohibited (whether by law or regulation) drugs (e.g., LSD, marijuana, cocaine, heroin, sometimes referred to as illicit drugs). Medication authorized for medical purposes must be registered with the chief master-at-arms.
  - c. Drug paraphernalia
  - d. Smoking in rooms or dormitories, and
  - e. Gambling.
3. Personnel will carry out the plan of the day.
4. Personnel will be physically present for all required musters.
5. Personnel will remain at assigned work areas when on duty.
6. Personnel, except when exercising, will be in complete uniform or, if authorized, appropriate civilian attire at all times.
7. Berthing areas must be maintained in a neat, military manner and all racks must be made when not in use. Berthing areas are subject to daily inspection.
8. Items from the lucky bag must be laundered and returned within 24 hours of receipt of uniform issue.
9. Personnel must have bunks made following current berthing regulations.

10. The following additional rules apply to restricted personnel:

- a. Personnel must not possess or consume alcoholic beverages.
- b. The following areas are off limits:
  - (1) Navy Exchange (except as authorized)
  - (2) Navy commissary, clubs, and messes;
  - (3) Recreational facilities, unless authorized
  - (4) Personal services (i.e., credit union, bank, etc.), unless authorized
  - (5) (Identify other local unique and specific areas)
- c. Personnel must not be in a privately-owned vehicle.
- d. Personnel must not sit or lay in their bunk between reveille and taps.
- e. Personnel must not wear outer clothing while lying in their bunks.
- f. Personnel must have a pass to leave the facility, except when in routine group movements, e.g., work, mess, etc.
- g. Failure to comply with these rules may constitute a violation of the Uniform Code of Military Justice (UCMJ).

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
CO, OIC or CPOIC Signature      Printed Name      Grade      Date

I have read and understand the rules governing transient, restricted, and disciplinary hold barracks and agree to obey them.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Transient Signature      Printed Name      Grade      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Witness Signature      Printed Name      Grade      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Witness Signature      Printed Name      Grade      Date

APPENDIX F  
LISTING OF UNIT IDENTIFICATION CODES (UIC) AND PARENT  
ACTIVITIES FOR TRANSIENT PERSONNEL UNITS

<u>PARENT ACTIVITY</u>	<u>TRANSIENT PERSONNEL UNIT</u>	<u>UIC</u>
NAVSTA Norfolk	TPU Norfolk (Staff)	44383
	TPU PCF Norfolk (Transient)	32002
NAS Jacksonville	TPU Jacksonville (Staff)	44389
	TPU Jacksonville (Transients)	31916
COMNAVREG SW	TPU San Diego (Staff)	44386
	TPU San Diego Transients/Others	32005
	TPD Lemoore (Staff)	66226
	TPD Lemoore Transients/Others	32376
COMNAVREG NW	TPU Puget Sound (Staff)	44390
	TPU Puget Sound (Transients)	32180
	TPU Det Everett (Transients)	39974
	TPU Det Everett (Staff)	65264
	TPU Det Whidbey Island (Staff)	65265
	TPU Det Whidbey Island (Transients)	43492
NAVSTA Pearl Harbor	TPU Pearl Harbor (Staff)	46424
	TPU Pearl Harbor (Transients)	32003
COMFLTACT Yokosuka	TPU Yokosuka (Staff)	46425
	TPU Yokosuka Transients/Others	31907
COMFLTACT Sasebo	TPD Sasebo (Staff)	62735

APPENDIX G  
TPU AND TPD MAILING AND TELEPHONE LISTING

Commanding Officer, TPU Jacksonville, Box 86, Naval Air Station,  
Jacksonville, FL 32212-0086  
Comm (904) 542-4450/5636/DSN 942

Commanding Officer, TPU Norfolk, 1683 Gilbert Street,  
Norfolk, VA 23511-2794  
Comm (757) 444-4141/4004/DSN 564

Commanding Officer, TPU San Diego, 3395 Sturtevant Street,  
Suite 3, San Diego, CA 92136-5108  
Comm (619) 556-3165/3169/4829/DSN 526

Commanding Officer, TPU Puget Sound, 2019 Barb Street,  
Silverdale, WA 98315-2019  
Comm (360) 396-1890/1891/1893/DSN 744

Commanding Officer, TPD Whidbey Island, Building 2641, Room 121, 3515 Princeton Street  
Oak Harbor WA 98278  
Comm (360) 257-1972

Commanding Officer, TPD NS Everett, Room 104, 2000 Marine View Drive,  
Everett, WA 98201  
Comm (425) 304-3878/DSN 820

Officer in Charge, TPU Pearl Harbor, Bldg. 1752, 866 Hale Alii Rd.,  
Pearl Harbor, HI 96860-5083  
Comm (808) 473-5751/0270/DSN 315-473

Officer in Charge, TPU Yokosuka, Fleet Activities, Yokosuka,  
PSC 473, Box 29, FPO AP 96349-2800  
Comm 011-81-46-816-5713/DSN 315-243

Chief Petty Officer in Charge, TPD Sasebo, Fleet Activities Sasebo, FPO AP 96322-1100  
DSN 315-252-3381

Commandant, TPD Anacostia, Naval District Washington, Bldg 72, Room 152,  
Washington, DC 20373  
Comm (202) 685-8186



BUPERSINST 1306.77  
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Commanding Officer, TPD Lemoore, NAS Lemoore, Enterprise Street, Bldg 880,  
Lemoore, Ca 93246  
Comm (559) 998-2043/DSN 949-2040

Officer in Charge, TPD Rota, Fleet Activities Spain, Transient Personnel Department,  
PSC 819 Box 1, FPO AE 09645  
Comm 34-956-82-1552 / 3129, 314-727-1552 / 3129

APPENDIX H  
REGION REPRESENTATIVES

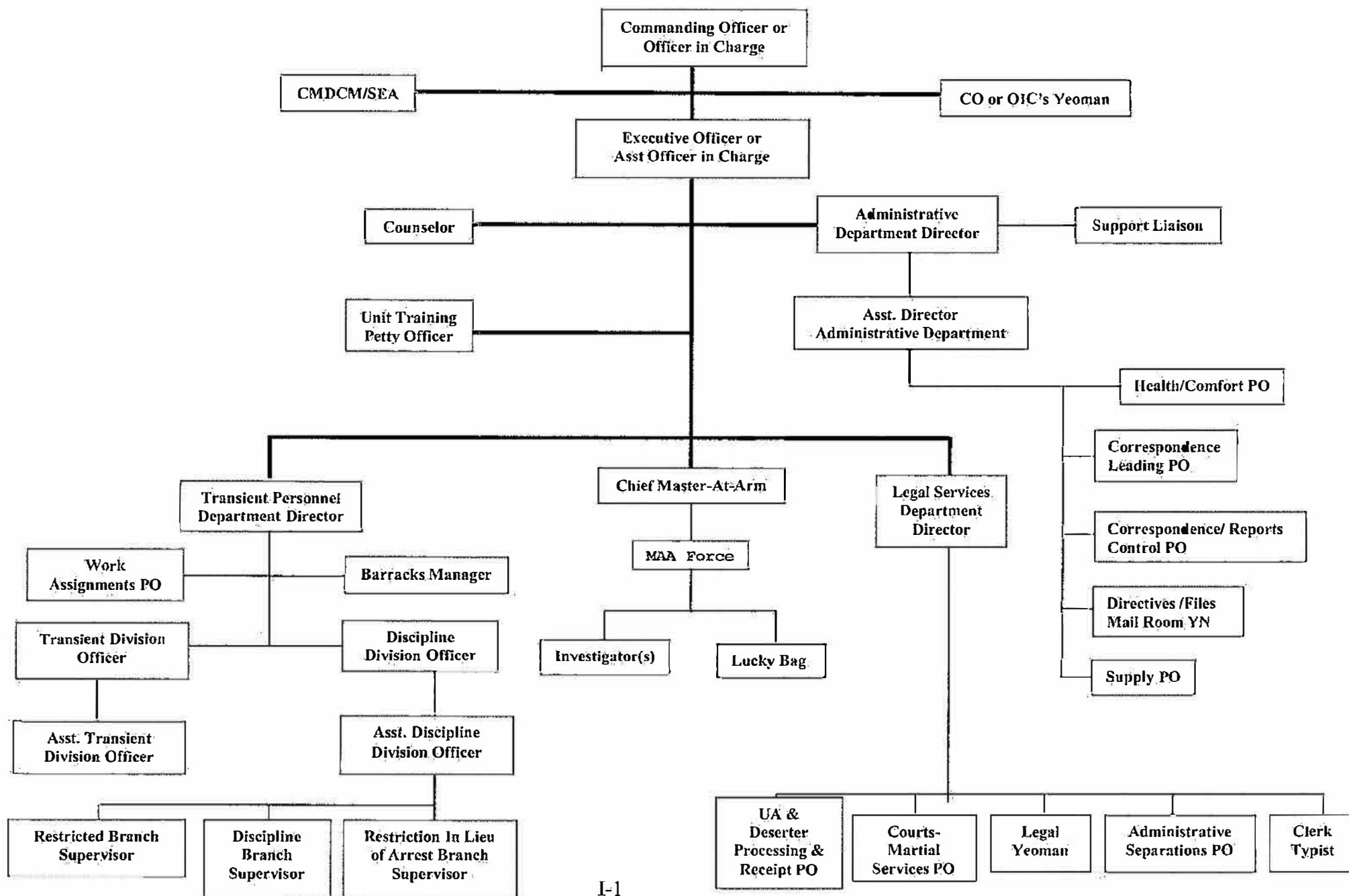
Commander, U.S. Fleet Forces Command (N1P2)  
1562 Mitscher Avenue, Suite 250  
Norfolk, VA 23511-2487  
Comm (757) 836-0180/DSN 836

Commander, U.S. Pacific Fleet (N4682)  
Pearl Harbor, HI 96860-7000  
Comm (808) 474-6956/DSN 474

Commander, Naval Education and Training Command (Code 00JC)  
250 Dallas Street  
Naval Air Station  
Pensacola, FL 32508-5220  
Comm (867) 836-0180/DSN 836

Commander, Navy Installations Command (N14)  
2713 Mitscher Road STE 300  
Anacostia Annex DC 20373-5802  
Comm (202) 433-4302/DSN 288

# APPENDIX I SAMPLE SUGGESTED TPU BILLET AND ORGANIZATION CHART



APPENDIX J  
SUGGESTED MASTER-A T-ARMS (MAA) TRAINING

1. STANDARDS OF CONDUCT

- a. **Bedrock Standards.** Behaviors appropriate for MAA personnel, including professionalism and grooming standards.
- b. **Individual Awareness.** Includes sensitivity training for MAA personnel to increase the awareness of surroundings and individual sensitivities.

2. USE OF FORCE

- a. **Apprehension Techniques.** Subject matter to include how to approach an individual, determining a suspect's condition, and obtaining a psychological advantage over the suspect with minimum use of force.
- b. **Defensive Tactics.** Use of physical force in the form of take downs, come along, and blocks. Proper procedure and use of handcuffs and restraints.

3. DRUGS

- a. **Drug Identification.** Visual identification of illegal, prohibited, or prescription drugs such as marijuana, cocaine, LSD in various forms, barbiturates, and amphetamines.
- b. **Identifying Physiological Signs of Drugs Abuse.** Descriptive identification of personality change, eye (pupil dilation), reaction to threat, and drug psychosis including loss of muscle coordination.

4. **GANG IDENTIFICATION.** Subject matter covers how to identify gang activity, including identification of gang graffiti, gang colors, and how to distinguish difference between gangs.

5. **HATE CRIME AWARENESS AND INVESTIGATION.** Designed to give TPU staff a better understanding of what constitutes a hate crime by identifying methods and or indicators for hate crimes (racial, religious, gender-based, and sexual orientation).

6. SEARCH AND SEIZURE

- a. **Legality and Definitions.** Lecture provides the proper way to conduct a legal search and seizure including probable cause, rights, statements, waivers, and various types of searches and inspections to include using military working dogs (MWD), consent searches, and command authorized searches.

b. Jurisdiction and Authority. Describes the authority of Navy security and law enforcement personnel to apprehend military personnel and detain civilian personnel. Describes the types of jurisdiction under which Navy security and law enforcement personnel operate.

## 7. STANDARD FIRST AID

a. Cardiopulmonary Resuscitation (CPR) Qualification. A complete 8-hour course in CPR taught by a certified instructor and assistant. Minimum 10 persons per class, maximum of 12.

b. First Aid. A follow-up first aid course taught by a doctor or nurse designated by any naval medical command featuring all standard first aid procedures for such incidents as head injury, shock, chemical burns, and eye irritations.

## 8. LEGAL ADMINISTRATION

a. Self-Incrimination and Admissions. Explains the proper methods for protecting suspect's rights against self-incrimination through the administering of UCMJ, Article 31b rights and the proper methods for obtaining and recording confessions.

b. Rules of Evidence. Explains the four forms of evidence and rules governing admissibility of evidence.

c. Uniform Code of Military Justice (UCMJ). Designed to give MAAs a working knowledge of the laws under which they must operate. The lesson focuses on the two types of crime; crimes against property and crimes against persons, as defined in the UCMJ.

d. Report Writing. Designed to teach MAAs how to properly fill-out and use various forms of paperwork (e.g., report chits) incident reports, waiver of rights forms, and witness, suspect, victim statements, and be able to properly articulate that information into an incident report.

## 9. INVESTIGATIONS

a. Preliminary Investigation. A preliminary investigation is used to determine if a violation has been committed and if it needs to be taken to captain's mast or handled through other legal action.

b. Naval Criminal Investigative Service (NCIS) Jurisdiction. Defines difference between major and minor offenses as defined in SECNAVINST 5430.107A and how to handle cases in which NCIS must become involved.

c. Crime Scene Investigation. Describes the correct procedures for collection and preservation of evidence at crime scenes. Describes the correct procedures for completing OPNAV 5580/22 Evidence/Property Custody Receipt.

## 10. CRISIS INTERVENTION

a. Suicide Prevention. Raises awareness to personnel who may become suicidal using the Ask, Intervene, Don't, Locate Help, Inform, Find, Expedite (AID LIFE) acronym.

b. Victim Witness Assistance Program (VWAP) and Sexual Assault Prevention and Response (SAPR). Training is designed to introduce MAAs to the VWAP and give guidance on the proper implementation of DD 2701 Initial Information for Victims & Witnesses of Crimes. Training must also cover the SAPR Program and teach MAAs when to contact a local SAPR victim advocate.

c. Fleet and Family Support Center (FFSC) Programs. Designed to increase MAAs knowledge concerning helpful programs offered by FFSCs.

APPENDIX K  
SAMPLE  
JOB QUALIFICATION REQUIREMENTS (JQR)

1. Disciplinary Unit Purpose and Intent. To provide the following services to residents:

- a. Room and board
- b. Counseling
- c. Supervision and monitoring
- d. Any unusual assistance required by a resident

\_\_\_\_\_  
Leading Petty Officer Signature

\_\_\_\_\_  
Date

2. Dorm Supervisor

- a. Display an understanding of the deck status board and explain what portion of the information pertains to the dorm watch
- b. Be familiar with all fire and safety devices, exits, and potential escape routes in all dorms.

\_\_\_\_\_  
Leading Petty Officer Signature

\_\_\_\_\_  
Date

3. Desk Supervisor

- a. Display a working knowledge of the status boards.
  - (1) Explain how totals are computed
  - (2) Explain how each form is filled out.
    - (a) Daily count
    - (b) Barracks muster line
    - (c) Barracks status board

- (d) Working party status board
- (e) Inspection list
- (f) Special liberty list
- (g) Report charts
- (h) Miscellaneous Incident Reports/Supplementary Report
- (i) Voluntary statement (resident)
- (j) Voluntary statement (staff)
- (k) Health and comfort requests
- (l) Uniform issue requests
- (m) Sea bag inventory form
- (n) Custody and receipt form
- (o) Call sheet
- (p) Working party list

b. Display a working knowledge of the following:

- (1) Resident hard card file
- (2) Resident record file
- (3) Resident record and content
- (4) Daily paperwork file
- (5) Call folder
- (6) Resident medicine issue
- (7) Key locations and responsibilities



- c. Display a working knowledge of the following logs:
  - (1) Deck logs
  - (2) Check-in and check-out log (and walking chit)
  - (3) Extra military instruction (EMI) log
- d. Demonstrate check-in procedures, including forms and resident's records, log entries, and status board entries
- e. Demonstrate check-out procedures, including forms and resident's records, log entries, and status board entries
- f. Demonstrate a working knowledge of the paging system
- g. Demonstrate a working knowledge of all spaces
- h. Demonstrate the proper procedures for conducting musters and inspections

\_\_\_\_\_  
Leading Petty Officer Signature      /      Date

- 4. Master-at-Arms (MAA)
  - a. Command policy concerning residents who flee in your presence (explain)
  - b. Explain deadly force
  - c. Explain necessary force
  - d. Explain probable cause
  - e. Demonstrate and explain the use of Duquenois' Reagent number 8 tetrahydrocannabinol (THC)
  - f. Explain the following searches (locker):
    - (1) With and or without permission
    - (2) With and or without drug detection dog

- g. Demonstrate personal search techniques, cooperative and non-cooperative
- h. Demonstrate proper use of handcuffs and restraints
- i. Explain the purpose and use of holding cage

\_\_\_\_\_  
Leading Petty Officer Signature      /      Date

5. Leading Petty Officer (LPO)

- a. Explain the following:
  - (1) Restricted identification card issues
  - (2) Temporary chow pass issues
- b. Explain screening and routing procedures for the following:
  - (1) Request chits
  - (2) Report chits
  - (3) All documents and forms applicable to disciplinary barracks
- c. Explain procedures for putting items in the safe for safekeeping

\_\_\_\_\_  
Departmental Chief Petty Officer Signature      /      Date

RECOMMENDED NAVY CORRESPONDENCE COURSES (Not Mandatory)

1. Center for Security Forces (CENSECFOR) Security Courses
2. Basic First Aid
3. Human Behavior and Leadership
4. U.S. Navy Regulations (Part I)

APPENDIX L  
PROCEDURES IN THE EVENT OF TPU POPULATION OVERLOAD

1. When Established Steady State Capacity is Reached

a. Command Level Considerations

(1) Take actions within local resources to ensure maintenance of adequate control over all transient personnel in a disciplinary or restricted status to preserve law and order

(2) Expedite administrative processing to move transients to their parent command

(3) Commence monthly reporting of persons on board to BUPERS-00D and chain of command

(4) Obtain additional assistance from tenant commands as required

b. ISIC Considerations

(1) Evaluate adequacy of local resources to control the situation.

(2) Realign resources as necessary to maintain control and expedite processing.

c. CNIC N14 Consideration: evaluate situation and report to BUPERS-00D with status, trends, and resources required

d. BUPERS-00D Actions

(1) Prioritize personnel assignments to place first priority on maintenance of good order and discipline

(2) Must coordinate within NAVPERSCOM Career Management Department (PERS-4) to expedite processing of all transient personnel.

2. When Established Surge Capacity is Reached

a. Command level considerations

(1) Maximize use of local resources to berth and maintain control over all transient personnel, especially those in a disciplinary or restricted status.

(2) Step up administrative processing to move transients to their parent commands. Request use of local resources to augment staff as necessary.

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(3) Continue monthly reporting of persons on board to BUPERS-00D and chain of command.

b. ISIC Considerations: provide further assistance as required to maintain control and expedite processing.

c. CNIC N14 Considerations

(1) Evaluate situation and report to BUPERS-00D

(2) Provide additional administrative support and MAA assistance

(3) Send Personnel Administrative Assist Team if appropriate

d. BUPERS-00D Actions

(1) If necessary, coordinate and or provide TDY assistance.

(2) Coordinate and provide administrative assistance

e. Inspector General Considerations: If warranted, an inspector general team visit

(1) Move transients to other activities not at capacity

(2) Expedite sending missing records to activities

(3) Verify that all personnel released from confinement and who are not being separated have orders to their next duty assignment

(4) Review administrative separations pending approval and expedite processing