



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

BUPERSINST 1306.77A  
PERS-68  
24 Mar 2004

BUPERS INSTRUCTION 1306.77A

From: Chief of Naval Personnel

Subj: MANUAL FOR THE ADMINISTRATION OF TRANSIENT PERSONNEL  
UNITS (TPUS)

Ref: (a) OPNAVINST 1000.16J  
(b) OPNAVINST 11103.1B  
(c) JAGINST 5800.7C  
(d) U.S. Navy Regulations, 1990  
(e) NAVPERS 15560D, Naval Military Personnel Manual  
(MILPERSMAN)  
(f) Uniform Code of Military Justice (UCMJ)  
(g) NAVSUP PUB-485, Volume 1  
(h) OPNAVINST 3100.6G (NOTAL)  
(i) SECNAVINST 5800.14  
(j) EPMACINST 5800.3D  
(k) Manual for Courts-Martial, United States, 2000

Encl: (1) Manual for the Administration of Transient  
Personnel Units

1. Purpose. To issue standardized policies and procedures for the administration of Navy Transient Personnel Units (TPUs) and formally established Transient Personnel Departments/Divisions (TPDs), and Transient Personnel Activities (TPAs). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1306.77.

3. Discussion. The provisions of this manual apply to the operation and administration of all Navy TPUs, TPDs, and TPAs unless a written request for a waiver forwarded via the chain of command is granted by Navy Personnel Command (NAVPERSCOM) (PERS-68). For brevity and consistency, all such aforementioned organizations are collectively referred to as TPUs in subject manual. References (a) through (k) are applicable. The provisions of this manual shall supersede all other guidelines except as issued by higher authority. Supplementary

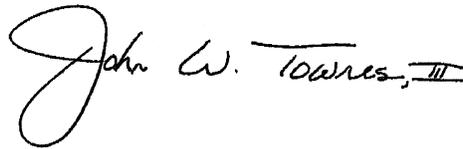
instructions may be issued as necessary for the operation of each TPU, TPD, and TPA. A copy of all supplementary instructions shall be provided to the Major Claimant and NAVPERSCOM (PERS-68).

4. Action. Commanding officers/officers-in-charge (COs/OICs) are responsible for ensuring the administration and operation of their TPU, TPD, or TPA per the provisions of this manual. Recommendations for the improvement of this manual should be forwarded via the chain of command to NAVPERSCOM (PERS-68), 5720 Integrity Drive, Millington, TN 38055-8400.

5. Forms and Report

a. For requisition of forms, see appendix K to enclosure (1).

b. Report symbol BUPERS 1306-1 is assigned to the reporting requirement in appendix A and is approved per SECNAVINST 5214.2B



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Distribution:  
SNDL Part 2

Copy to:  
SNDL 21A (Fleet Commanders)

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24 Mar 2004

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

**TPU, TPD, TPA, MAILING AND TELEPHONE LISTING**

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Commanding Officer, TPU Great Lakes, Great Lakes, IL 60088-5132;  
Comm (708) 688-3322/3376/DSN 792.

Commanding Officer, TPU Jacksonville, Naval Air Station,  
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Commanding Officer, TPU Norfolk, 1683 Gilbert Street,  
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Comm (619) 556-3165/3169/4829/DSN 526.

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Comm (808) 473-5751/5752/5756/DSN 315-473

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Sasebo, FPO AP 96322-1100; DSN 315-252-3381

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**MAJOR CLAIMANT REPRESENTATIVES**

Commander, U.S. Atlantic Fleet, (ATTN: Code N16)  
1562 Mitscher Avenue, Suite 250  
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Commander, U.S. Pacific Fleet (ATTN: Code N4682)  
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Comm (808) 474-6956/DSN 474

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

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**CHAPTER I**  
**GENERAL POLICY**

101. POLICY. Transient Personnel Units (TPUs) 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 will be provided per existing directives and will be commensurate with the rank, rate, and status of the servicemember (regular transient, disciplinary transient, etc.). TPUs serve only transient personnel to fleet units, overseas commands, and disenrolled students. TPUs do not function as a holding facility for personnel assigned to local shore commands, or personnel in a disciplinary status with the exception of TPU Great Lakes, IL which functions as a restricted barracks for Service School Command and Naval Hospital Corps School, Great Lakes, IL. Transient personnel are not to be retained on board to fill gapped or non-existent billets; they must be processed as quickly as policy permits. Where there is an established TPU in a geographic area (50-mile radius), all transient personnel as defined in this manual shall be assigned to that TPU for processing, with the exception Service School Command and Recruit Training Command, Great Lakes, IL who station their transients at the Temporary Holding Unit (THU). If there is a need for transient personnel processing at more than one activity within a geographic area, then Transient Personnel Detachments (TPDs) may be established. 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 activity may establish a TPD which will be a department of the command and transient personnel will be assigned to the command's "Others" Unit Identification Code (UIC). The term TPU where it appears throughout the text includes Transient Personnel Activities (TPA), TPDs and Transient Personnel Departments/Divisions unless otherwise noted.

102. MISSION. The mission of TPUs is to provide transient personnel the most expeditious and professional transition possible for future excellence in the Navy and civilian society.

103. AUTHORITY. The authority to establish, operate, and disestablish a TPU is contained within article 201 and 202 of this manual.

104. ORGANIZATION. A TPU has a CO/OIC who is responsible for the operation of the TPU in order to meet its stated mission. Unless otherwise noted, a TPU is a component part of the activity where the TPU is located or in the case of a Region, the Regional Command. The CO/OIC of the TPU reports to the Commander/CO of that activity or Regional Commander for all administrative and operational functions.

105. APPLICABILITY. The provisions of this manual apply to all Navy TPUs. Commands shall establish local instructions to supplement this manual; however, the intent and spirit of this manual shall be maintained. Copies of any supplemental instructions shall be provided to the Echelon 3 commander (type commander, Navy region), Major Claimant, and NAVPERSCOM (PERS-68).

106. FUNCTIONS. The CO/OIC will provide the following for all transient personnel assigned:

- a. Indoctrination.
- b. Messing and billeting.
- c. Accountability.
- d. Administrative functions.
- e. Work assignments.
- f. Legal/Disciplinary processes.

107. REPORTS. The CO/OIC will provide, on a monthly basis, the reports as listed on the "MONTHLY REPORTS TO PERS-68" screen of the TPU's automated Transient Personnel Tracking System (TPTS) where installed. If surge capacity of the TPU has been attained, the SPECIAL TRANSIENT PERSONNEL POPULATION REPORT (appendix A) will be submitted. Other reports may be required by the type commander, Major Claimant, or NAVPERSCOM (PERS-68) as trends are noted and on a case-by-case basis.

108. INSPECTIONS. Major Claimants shall ensure that TPUs are inspected at least triennially. Inspections shall monitor compliance with the provisions of this manual and shall be conducted per the inspection guidelines referenced in appendix B.

**CHAPTER II**  
**PHYSICAL PLANT**

201. ESTABLISHMENT. Major Claimants will be the authority for establishment of a TPU. Approval will take into consideration anticipated population, level of staffing, facilities, and support functions to assist the TPU in fulfilling its mission. Requests for establishment of a TPU will be submitted through the chain of command and will be accompanied with site, floor, and staffing plans, and a description of the spaces to be utilized for male/female personnel. If establishment of a TPU is approved, a request for a separate UIC must be submitted to NAVPERSCOM (PERS-03), per reference (a). NAVPERSCOM (PERS-68) will be provided a copy of all establishment/authorizing correspondence concerning TPUs. TPUs will not be established nor operate within a 50-mile radius of a TPU without written approval of the Major Claimant.

202. DISESTABLISHMENT. Requests to disestablish a TPU will be forwarded, with justification and impact statement, to the Major Claimant via the chain of command.

203. CONSTRUCTION AND ALTERATION. Where possible, existing facilities shall be modified for TPU utilization, in lieu of new construction. Major Claimants will approve design, configuration, and space utilization for the facility. Any future alterations or change in utilization of TPU spaces must be approved by the Major Claimant prior to alterations or changes being made. Proposed alterations will include site and floor plans, list specific alterations, and include estimated costs.

204. PLANNING FACTORS. TPUs should be located in areas which have adequate facilities to support the projected transient population, including provisions for the routine, unscheduled arrival of large numbers of transient personnel. Historical use patterns and local fleet unit presence will assist in determining this "surge" capacity at each site. An enlisted dining facility should be available.

205. PERSONNEL SUPPORT DETACHMENT (PERSUPPDET). The local PERSUPPDET will provide support. If the PERSUPPDET and TPU are not collocated (e.g., nearby in the same city or on the same base), the area Personnel Support Activity (PERSUPPACT) will

ensure that a PERSUPPDET service desk (Customer Service Desk (CSD)) is established at the TPU to process transients.

206. CONFIGURATION. TPUs provide service for two basic types of personnel: regular transients; and transient personnel in a disciplinary status. Personnel in a disciplinary status may or may not be on punitive restriction or restriction in lieu of arrest (RILA). Personnel in a disciplinary status (whether on some form of restriction or not) shall be berthed separately from regular transients. Berthing may be in the same building, but the separation shall be readily discernible.

207. BERTHING SPACES

a. Regular Transients. Except when not practicable due to surge conditions, berthing for regular transients shall be per the provisions of DODD 4165.63 of 20 July 1989 and reference (f).

b. Disciplinary Transients. For improved security and supervision, berthing for disciplinary transients shall be in "open bay" dormitories with separate head facilities, wherever possible. Wherever possible, two separate open bay berthing areas shall be provided, one for members awarded the Non-Judicial Punishment (NJP) of punitive restriction and one for members placed in RILA status. If it is not possible to provide completely separate berthing areas, portions of the disciplinary berthing area shall be set-aside for those serving punitive restriction and those placed in a RILA status. These areas shall be plainly identified and care will be exercised to ensure there is a clear separation and distinction between areas designated for those awarded punitive restriction and those placed in a RILA status.

208. SECURITY FEATURES. TPUs will 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 shall preclude entrance from the outside, but shall be able to be opened from the inside. Exits in these areas shall be equipped with an alarm to notify staff when doors are opened.

209. STORAGE AREAS. A secure storage area shall be provided for personal property confiscated from personnel in a disciplinary status.

210. INSPECTIONS. There shall be a daily sanitation inspection conducted by a member of the TPU staff. A weekly safety/security inspection shall be conducted by a member of the TPU staff. A weekly zone inspection of the entire TPU will be conducted by senior TPU staff members. A quarterly sanitation inspection of the TPU will be conducted by the local preventive medicine office. All inspections shall be logged by the watch and inspection results will be retained through two cycles of inspection. Only the report of the Major Claimant's previous triennial inspection need be on hand. Written reports will be submitted as required in chapter VI.

**CHAPTER III**  
**STAFFING**

301. POLICY. TPUs will be staffed as determined by Efficiency Review (ER) studies and approved by the Major Claimant.

302. OFFICERS. Each TPU will be headed by a CO/OIC as designated by the Chief of Naval Operations (CNO) and detailed by NAVPERSCOM (PERS-68). The CO/OIC has NJP authority per reference (1), article 15, over all staff and transient personnel assigned to the TPU. If court-martial convening authority is desired for the CO/OIC of a TPU, such authority will be requested per article 0121 of reference (c). The CO/OIC of the TPU is responsible for the overall administration and management of the unit. Unless otherwise provided, the CO/OIC of the TPU reports to the Commander/CO of the activity where the unit is attached or the Regional Commander.

303. ENLISTED PERSONNEL. TPUs are unique facilities in that Sailors in a normal transfer status, in the process of separation, and those in a disciplinary or restricted status are all administratively handled 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 military specialty. Accordingly, enlisted personnel ordered to duty at a TPU shall be screened by their CO to ensure they meet the qualifications outlined in reference (e), article 1306-904.

304. REASSIGNMENT OF MEMBERS UNSUITED FOR TPU STAFF DUTY. Screening procedures for the selection of members for TPU staff duty are designed to select only the highest caliber individual; 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, deliberate lack of motivation, lack of interest, poor attitude, or similar reasons). When a CO/OIC considers an individual unsuitable for

continued duty at a TPU, a recommendation for removal from such duty shall be submitted per procedures outlined in reference (d), chapter 9.

305. MALE/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 shall be exercised to ensure that staff personnel are not assigned duties in areas where routine nudity of the opposite sex could be anticipated.

306. MANPOWER AUTHORIZATIONS. After the manpower requirements and authorizations to perform the assigned mission are determined and approved by the applicable Major Claimant, an Activity Manpower Document (AMD) shall be submitted per reference (a). The TPU's Major Claimant shall submit the AMD to the Total Force Manpower Management System (TFMMS). Additionally, AMD change requests shall be submitted in the same manner when changes occur to the baseline AMD requirements/authorizations. The TPU will be identified in TFMMS as a component activity, with a separate UIC, to the activity or region to which they are attached. The suggested staffing for each of these departments/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. The duties and responsibilities of COs/OICs are established by reference (e), general orders, customs and traditions. The authority of COs/OICs is commensurate with their responsibilities, subject to limitations prescribed by law and reference (e). COs/OICs are responsible for the overall administration and management of the TPU. In TPDs and smaller TPUs, COs/OICs may be assigned to the administrative department/division of their parent activity.

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

c. Administration Department/Division. Billets that may be assigned to the administrative department/division, either on a

full-time or collateral basis include, but are not limited to the following:

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

(2) CO/OIC Secretary/Yeoman. Provides administrative services in support of the CO/OIC.

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

(4) Training Petty Officer. Provides for staff training and coordination of transient training with the base training program, as appropriate. Maintains staff 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 sufficient 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 supplies needed at the TPU.

(8) Legal Secretary/Yeoman. Assists in preparation of all legal documents, preparing cases for CO/OIC's NJP, processing administrative separation cases, etc. Responsible for tracking convening authority actions for personnel confined in the station 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/division as necessary to facilitate efficient processing.

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

(1) Regular Transient Department Head/Division Officer. Reports to the XO/AOIC. Responsible for the overall operation and management of regular transient personnel who are being processed for transfer, expiration of active obligated service (EAOS), Fleet Reserve (FLTRES), Medical Board/Limited Duty (LIMDU), Humanitarian assignment (HUMS), pregnancy, Navy Veterans/Other Service Veterans (NAVETS/OSVETS), 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 rank.

(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 PERSUPPDET 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(s) (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/Division. Billets that may be assigned to the disciplinary transient department/division include, but are not limited to the following:

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

(2) BPO. Responsible for assignment of all disciplinary transients to "open bay" dormitories and bunks by status (e.g., punitive 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 PERSUPPDET 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 their control.

(5) Punitive Restriction Supervisor. Responsible for the supervision, mustering, accountability, and all related matters concerning personnel serving punitive 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/Personal Property Supervisor. Responsible for confiscating, maintenance, and accountability of all uniform items taken from personnel being discharged from the service under other than honorable/entry level conditions. Responsible for safekeeping all items confiscated from transient personnel in a disciplinary status (civilian clothes, etc.) As authorized by the CO/OIC or 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/AOIC for the enforcement of good order and discipline. Maintains and administers training to all staff personnel assigned to law enforcement/physical security-type duties. The

CMAA will be responsible for the maintenance of training records and will 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/OIC/CMAA.

(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 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 court-martial, medical appointments, legal appointments, etc.) Provide escort functions, as necessary, for personnel in a restricted status.

(6) Barber. Provide haircuts for personnel in a transient status (SH NEC 3122).

307. COLLATERAL DUTY ASSIGNMENTS. A Chaplain and a Staff Judge Advocate will be assigned to the TPU on a collateral duty basis.

308. GENERAL RULES OF CONDUCT FOR STAFF. TPU staffs perform in a high visibility and potentially explosive environment. Accordingly, it is essential their conduct be at all times professional. Staffs shall treat all transient personnel fairly and with respect. Harassment, physical abuse, or maltreatment in any form shall not be condoned nor tolerated.

**CHAPTER IV**  
**ASSIGNMENT AND PROCESSING OF TRANSIENT PERSONNEL**

401. 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 will be processed according to applicable sections of this instruction.

402. REGULAR TRANSIENTS

a. Personnel awaiting separation from Navy under honorable conditions. Personnel received at TPUs in this status are from commands located outside of the continental limits of the United States (OCONUS), or from ships or mobile units scheduled to deploy OCONUS. Such personnel are to be separated or placed on separation leave within 7 to 10 days of arrival at the TPU. In order that personnel may be separated or placed on separation leave within 7 to 10 days, the transferring command shall

(1) ensure that a separation physical has been conducted within the time frame required by current directives.

(2) ensure that required blood tests have been conducted within 45 days of separation or commencement of separation leave.

(3) if a ship or mobile unit scheduled to deploy OCONUS during the period of separation leave, the individual will be transferred to the TPU 7 to 10 days prior to commencement 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 shall not transfer personnel in a Temporary Additional Duty (TEMADD) status to a TPU pending PCS transfer prior to movement. The ship or mobile unit will either obtain the appropriate order modification to effect 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., servicemembers who have been hospitalized in a Temporary Duty (TEMDU) status and are now ready to return to full duty, personnel who are returning to duty after completing confinement under 30 days awarded by a court-martial, and personnel with prior service who reenlist/enlist under the NAVET/OSVET program). TPUs will ensure that the local PERSUPPDET submits initial availability reports immediately upon receipt of the individual at the TPU, and ensure the PERSUPPDET submits tracer reports when orders are not received within 2 weeks after the initial availability has been submitted. Wherein a servicemember 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 servicemember may be assigned to the nearest TPU in a TEMADD status. In such instances the TPU will berth and employ the servicemember; however, management responsibility for the servicemember remains with the MTF.

d. Servicemembers recommended for LIMDU Assignment. Navy personnel who have been assigned to an MTF in a TEMDU status or are assigned to Arduous Sea Duty (Type 2) or Accompanied/Unaccompanied Non-rotated Sea Duty (Type 4) and who have been placed in a first period of LIMDU of 8 months or less by a medical board, will be transferred to a TPU (when one is located near the MTF) once the medical board cover sheet has been signed. A signed copy of the medical board report shall be placed in the individual's LIMDU case file. TPUs will ensure that PERSUPPDETs submit LIMDU availability report immediately upon receipt of the individual at the TPU and tracer reports after 2 weeks, if LIMDU assignments are not received.

e. Personnel pending Departmental Review or Physical Evaluation Board (PEB) proceedings as a result of a medical board

(1) If an individual is hospitalized in an MTF, the member will be retained on board until the local medical board process is complete. If the signed medical board recommends departmental review or PEB procedures, the servicemember will be transferred to the nearest TPU, provided the member is ambulatory, not in need of nursing procedures, dietary

care/special treatment not readily available outside the MTF. When an individual reports to a TPU with a condition that is questionable, the CO/OIC of the TPU shall 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 TEMADD or TEMDU status), the member will be transferred to a TPU in a TEMDU 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/Unaccompanied Non-Rotated Sea Duty (Type 4).

(c) The member is ambulatory, 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 will not be granted en route to a TPU. In such cases, the MTF will 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 TEMADD orders for the purpose of travel reimbursement, the MTF will prepare a memorandum endorsement to the orders. The MTF is responsible for notifying the parent command by message the member has been transferred to the TPU and will direct the parent command to forward the member's records and accounts with TEMDU orders to the PERSUPPDET servicing the TPU. Parent commands shall 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 servicemember not fit for full duty, the servicemember may be transferred to the nearest TPU provided the member is

ambulatory, not in need of nursing procedures, dietary care or special treatment not available outside the naval hospital and condition does not warrant convalescent leave.

f. Servicemembers awaiting special program disqualification. Personnel who are being disqualified from special programs (e.g., submarine) and require Forced Rate Conversion (FRC) are received at TPUs from Immediate Superior in Command (ISIC). EAOS will be verified to determine if servicemember must extend to meet obligated service (OBLISERV) requirements.

#### 403. DISCIPLINARY TRANSIENTS

a. Prisoners. In areas where a Waterfront brig and TPU are components of the same station, all prisoners assigned to the brig who have been sentenced to confinement for a period of 31 days or more or who have been awarded a punitive discharge (Bad Conduct/Dishonorable Discharge (BCD/DD)) as a part of the court-martial sentence (regardless of length of confinement) are transferred to the TPU in a TEMDU status upon confinement. Waterfront brig having personnel in pretrial confinement at the time of the court-martial, who receive a punitive discharge as a part of their sentence or who receive confinement of 31 days or more as a part of their sentence, will initiate immediate action to provide for the transfer of the servicemember from the parent command to the TPU in a TEMDU status. This is a critical requirement since without the TEMDU 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 TEMDU orders are not received within 5 working days of court-martial sentencing or post-trial confinement, the TPU will request such orders via official message. A follow-up message to the parent command will be sent if TEMDU orders are not received within 2 weeks of the original request. Follow-up messages will include the parent command's chain of command and the Major Claimant of the brig as information addressees. In order to ensure (to the maximum extent possible) that prisoners move Brig-to-Gate upon completion of confinement, the following procedures will be followed:

(1) Prisoners returning to full duty upon completion of confinement. Prisoners returning to full duty upon completion

of confinement will be made available for orders at least 3 weeks prior to their scheduled date of release from confinement. If PCS orders are not received within 2 weeks, advise what action taken (ADTAKE) messages will be submitted as required by reference (d). While it is the responsibility of the serving PERSUPPDET to submit availability reports, it is imperative that the TPU and Brig staffs monitor the process to ensure that initial and follow-up reports are submitted. Upon release from confinement, ex-prisoners who are awaiting orders to return to full duty shall be housed with regular transient personnel.

(2) Prisoners awarded punitive discharges as part of their court-martial sentence

(a) Prisoners who have unsuspended punitive discharges as part of their sentence upon completion of confinement will be offered the opportunity to go on voluntary appellate leave upon release from confinement if the Convening Authority's (CA) action is not yet completed. The prisoners will be offered this opportunity (whenever possible) sufficiently in advance so in the event the prisoner requests voluntary appellate leave, 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 court-martial sentence and are pending CA action, who do not desire to go on voluntary appellate leave will be retained at the TPU until CA action is completed. Where the servicemember has a pre-trial agreement (PTA), TPU staff shall review the provisions of the PTA to ensure that voluntary assignment to appellate leave is not stipulated. Once CA action is received the individual will be placed on mandatory appellate leave. The CO/OIC 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 Navy Clemency and Parole Board (NCPB). TPU personnel will monitor receipt of CA actions for all prisoners confined in the Brig, request status of CA action via official Navy message if CA action has not been received within 120 days of the court-martial, and send a follow-up message every 30 days thereafter. Follow-up messages will info the Office of the

Judge Advocate General (OJAG) and the Major Claimant of the Brig and TPU.

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

(d) Prisoners released from confinement at a Consolidated Brig, who have an unsuspended punitive discharge as a part of their sentence, and the CA has not yet taken action will be transferred to TPU, Naval Station San Diego, CA; TPU, Naval Station, Norfolk, VA; or TPU, Naval Station Jacksonville, FL in a TEMDU status unless the member requests voluntary appellate leave. When applicable, the Consolidated Brig shall provide the TPU a completed copy of the prisoner's NCPB 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 TEMDU (not TEMADD) to a TPU to be processed/separated. Prior to transfer, the servicemember must meet minimum criteria for processing and the transferring command must have full concurrence of their ISIC and the receiving TPU. The transferring command shall 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 to the TPU the servicemember's scheduled date/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 servicemember is located to designate an activity to investigate, track, and process the member for ADSEP. Upon designation from the Regional Coordinator, the parent command shall transfer the servicemember TEMDU to the designated command which may be a TPU.

(3) Servicemembers (who are not members of the insular force or whose home of record is not Hawaii, Guam, or the Philippines) shall not be separated OCONUS (including Hawaii) with an Under Other Than Honorable Discharge (OTH) without specific written approval of NAVPERSCOM (PERS-483). Servicemembers being discharged under OTH conditions attached to forward-deployed ships or overseas commands will be transferred to a CONUS separation activity as listed in reference (f), article 1910-812. Servicemembers in this category who are stationed in the central western Pacific area and whose home 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) will be issued within 5 working days.

(b) COs with discharge authority in the case will effect discharge within 15 working days.

(c) If the discharge authority rests with Commander, Navy Personnel Command (COMNAVPERSCOM) or Officer exercising General Courts-Martial Convening Authority (OEGCMCA) and no Administrative Discharge Board is involved, the case will be forwarded to COMNAVPERSCOM or applicable OEGCMCA within 10 working days after issue of the LON.

(d) If the discharge authority rests with COMNAVPERSCOM or the OEGCMCA and an Administrative Discharge Board is involved, the completed Administrative Discharge Board results will be forwarded to COMNAVPERSCOM or applicable OEGCMCA within 60 working days after issue of the LON.

(e) In cases requiring Secretary of the Navy's (SECNAV's) approval, the case will be forwarded to COMNAVPERSCOM within 60 days after issue of the LON.

c. Members Serving Punitive Restriction. Members placed on punitive restriction by the CO/OIC of the TPU will be transferred to the disciplinary department/division and will 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 a RILA status). If a separate compartment is not feasible, a portion of the disciplinary berthing area shall be set-aside for members serving punitive restriction and the area shall be clearly identified. Members serving punitive restriction shall be issued restriction orders as outlined in appendix C.

(1) On occasion, a member being transferred to a TPU may have been awarded punitive restriction wherein the period of such punitive restriction has not expired at the time of transfer. In such cases, the transferring CO shall advise the CO/OIC of the TPU and designate the TPU as the place of restriction for the member. Upon arrival at the TPU, the member will 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 servicemembers who would otherwise normally be transferred to a TPU in a transient status.

(2) Per paragraph 405, the TPU is not a disciplinary barracks for area commands and will not accept servicemembers for the sole purpose of serving the punishment of punitive restriction.

d. Members Placed in a RILA Status. Returned Navy deserters and absentees are often transferred or delivered to a TPU for disciplinary processing. If the CO/OIC of the TPU intends to court-martial the member as an alternative to placing the member in pretrial confinement, the TPU CO/OIC may opt to place the member on RILA. In addition, there are other instances wherein the CO/OIC of the TPU may opt to place a member in a RILA status as opposed to placing the member in pretrial confinement. Per reference (g), 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 shall 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 a RILA status, provided they are related to a non-punitive objective. Accordingly, members placed in a RILA status shall be issued RILA orders as outlined in appendix D. Additionally, members placed in a RILA status shall be assigned to the disciplinary department/division of the TPU and shall be berthed, wherever possible, in an open bay compartment separate from other members assigned to the disciplinary department/division (i.e., members awaiting ADSEP processing for disciplinary reasons, members awaiting punitive discharge, members under investigation, and members serving the punishment of punitive restriction). If a separate compartment is not feasible, a portion of the disciplinary berthing area shall be set-aside for members serving RILA and the area shall be clearly identified and readily distinguishable from the area designed for members serving punitive restriction. The same rules apply wherein a member belonging to another command is sent to the TPU in a RILA status to await trial by court-martial (i.e., the member's parent command is out on local operations when the court-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).

404. 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 TEMADD status. These instances will be dealt with on an individual basis and the CO/OIC of the TPU has the authority to accept or decline such

personnel, as appropriate. When accepted, no-cost TEMADD orders shall be issued for a period not to exceed 30 days.

405. INAPPROPRIATE ASSIGNMENTS TO A TPU

a. The TPU is not authorized to act as a disciplinary barracks for area commands. Restriction awarded by a CO, other than the CO/OIC of the TPU, shall be served at the location of the command imposing the punishment.

b. The TPU is not authorized to act as a Medical Holding Company (MHC) 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. An exception to this policy is personnel not completing the following schools may be assigned to the respective TPU to await transfer:

(1) Nuclear Training Unit, Idaho Falls - TPU Puget Sound, WA.

(2) Service Schools Command, Great Lakes - TPU Great Lakes, IL.

(3) Navy Hospital Corpsman School, Great Lakes - TPU Great Lakes, IL.

(4) Navy Nuclear Power Training Command, Charleston - TPU Jacksonville, FL.

(5) Nuclear Propulsion Training Unit, Charleston - TPU Jacksonville, FL.

**CHAPTER V  
OPERATIONS**

501. CENTRAL PROCESSING. A central point shall be established at each TPU for personnel checking in and checking 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, military appearance and be knowledgeable concerning the operation of the TPU. The central processing desk shall be staffed 24 hours a day and supervised by at least one staff member, augmented by regular transient personnel as required by the CO/OIC. Disciplinary status transients shall not be assigned to duties with central processing.

502. ACCOUNTABILITY. As the central processing unit for all arrivals and departures, central processing shall utilize the automated TPTS to maintain a real-time count of all transients assigned. Personnel check-in/out shall be coordinated with the servicing PERSUPPDET and utilize an efficient check-in/out sheet. PERSUPPDET should be encouraged to use an ink stamp when checking-in or 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 into central processing and have been added to the running count, the servicemembers will be provided with a check-in sheet, introduced to their division officer, and directed to report immediately to PERSUPPDET with orders and records. Once the servicemembers have completed checking in with PERSUPPDET, the members will return to their division and complete checking into the TPU. The members will be assigned a room/dormitory and bunk commensurate with status and rank (e.g., regular transient, disciplinary transient, E-7, E-5, E-3). If the division is responsible for room/dormitory/bunk assignments, the division petty officer will 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 shall compile a roster of all personnel who reported to the unit during the day, with the division assignment annotated. A copy of this roster shall be provided to the CO/OIC, each division mustering petty officer, the work supervisor, and to the PERSUPPDET prior to muster the next workday.

b. Regular transient personnel reporting after normal working hours. Central processing will 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 will complete check-in with the PERSUPPDET (if not already done) and will complete the TPU check-in process. Central processing will maintain a running roster of all transients arriving after normal working hours, for muster purposes, and will advise such personnel of muster requirements. After muster on the next normal workday, the transient's name will 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 will immediately be assigned to the disciplinary division. This division will assume mustering and accountability responsibility for the servicemember. After muster on the next normal workday, the disciplinary transient will complete check-in procedures with the PERSUPPDET (if not already accomplished). Central processing will maintain a running roster of all disciplinary transients who report after normal working hours. Copies of this roster will be provided to the CO/OIC, disciplinary transient division officer, work supervisor, and PERSUPPDET prior to 0800 on the next normal workday.

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

d. Personnel departing the TPU. All personnel departing the TPU shall check-out with central processing and PERSUPPDET. Except in cases of emergency, personnel will check-out of the TPU during normal working hours. Central processing will compile a list of all personnel who depart the TPU each day and provide copies to the CO/OIC, all divisions, work supervisors, and the PERSUPPDET prior to muster on the next normal workday.

**NOTE:** It is imperative that all divisions and PERSUPPDET 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.

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

504. 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 will be required to muster on weekends and holidays. Personnel in a disciplinary status will muster daily unless specifically excused by competent authority. Musters will be conducted in a military manner and all personnel shall wear the prescribed uniform as determined by the CO/OIC (e.g., Uniform of the Day or Working Uniform). At quarters, mustering petty officers will inform transient personnel of special announcements, transfers, appointments, and work assignments for the day. A report of the results of musters shall be provided to CO/OIC by 0800 each day. Each mustering unit will notify the MAA office when a transient has been on unauthorized absence (UA) so

that a report chit is generated. Central processing will be responsible for notifying PERSUPPDET of transient personnel listed in a UA status at the conclusion of muster. Immediate action shall be initiated to verify that a person is in fact UA, if not present for muster (e.g., check room, place a telephone call to the servicemember at home if living ashore, etc.) and not just sick or incapacitated for some reason.

505. 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.

506. 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 standard operating procedures at the TPU shall 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 are to 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 (EMT), etc.) when conditions warrant.

(4) develop procedures for use of instruments of restraint. Instruments of restraint shall 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 the senior TPU staff member present in the absence of the CO/OIC) or by a medical officer. A logbook entry shall 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 that TPU staff personnel are unarmed at all times.

(6) ensure adequate procedures are in place on the installation to handle hostage situations. Identify the personnel responsible for negotiations (NCIS, base security, local authorities, etc.) The CO/OIC of the TPU shall 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 assigned to the TPU (both staff and transients). The fire bill shall also include a minimum schedule for conducting fire drills. A diagram outlining evacuation routes shall be posted in all berthing and working areas. The fire bill shall be coordinated with and approved by the station fire marshal. At a minimum, the fire bill shall include the following:

(1) Designation of muster points and security necessary if the TPU has to be evacuated.

(2) Availability and location of all fire fighting equipment.

(3) Availability and location of all portable lighting equipment.

c. Natural Disaster Bill. At a minimum, the Natural Disaster Bill shall 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.
- (5) Establishment of working parties to assist in clean up, rescue efforts, etc.

507. GOOD ORDER AND DISCIPLINE. TPUs shall 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, will not be required to perform non-standard military practices (e.g., salute enlisted personnel). The CO/OIC of the TPU has NJP authority, and when authorized, Special Court-Martial authority, over all TPU staff and transient personnel.

508. RESTRICTION. Servicemembers in a restricted status at the TPU are either serving Punitive Restriction awarded as a result of NJP/court-martial or placed in a RILA status by the CO/OIC 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 servicemember will be provided with a written copy of restriction papers which outline

(1) the 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; however musters should not interfere with normal

sleeping hours nor with the servicemember 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 berthing area assigned.

(6) to the member that failure to make required musters/breaching the limits of restriction are offenses punishable under the UCMJ by either court-martial or NJP.

(7) to the servicemember that possession of contraband (outline what constitutes contraband, e.g., civilian clothes, alcohol, etc.) is prohibited. Searches of individuals/their locker may be conducted at any time.

**NOTE:** Restricted papers should be signed by the CO/OIC (or those designated in writing) and by the TPU staff member outlining the provisions of restriction. Restricted papers shall be signed by the servicemember being placed on restriction, acknowledging notification of restriction and the contents have been explained. If the restricted person refuses to sign the document, this shall be noted by the TPU staff member by preparing and signing a statement as to time, date, and location where the provisions of the restriction were explained to the servicemember and be attached 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 shall be installed in the designated restricted area. Exit doors will be alarmed to alert TPU staff when opened.

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

d. In going to appointments (e.g., medical, PERSUPPDET, legal, etc.) a walking chit system should be used or check out

with the TPU quarterdeck. Servicemembers in a restricted status should not be escorted to appointments by a TPU staff member.

e. Military identification cards shall not be confiscated from servicemembers in a restricted status.

509. LEAVE AND LIBERTY. To ensure expedient processing, regular transient personnel shall be discouraged from taking annual leave. The CO/OIC may approve leave for regular transients on a case-by-case basis when it is in the best interest of the servicemember and Navy. Transients in a disciplinary status will not normally be granted annual leave. The CO/OIC may grant emergency leave for any transient person when warranted. Liberty will be granted per existing Navy policy for ashore commands and as determined by the CO/OIC and as provided for in reference (h).

510. PERSONAL APPEARANCE. Transient personnel shall present a neat, well-groomed, military appearance at all times. No special identification or uniform articles are authorized. Returned deserters who do not have proper military uniforms in their possession shall be provided on a temporary basis a minimum issue of uniforms from the TPU Lucky Bag. If a deserter who is in a pay status has no uniforms in their possession, new uniform items can be obtained through the use of DD 504, Request and Receipt for Health and Comfort Supplies, provided expenses for such items can be charged against the individual's pay account.

511. PROGRAMS. The following programs will be provided for all transient personnel:

a. Indoctrination

(1) Regular transients (non-discipline) 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 shall be provided weekly. The indoctrination program shall be positive in tone and stress the importance of the transient servicemember in the process. Either the CO/OIC or XO/AOIC shall personally make a presentation (in person or via videotape) during the

indoctrination program. The following topics shall be addressed during indoctrination:

- (a) Mission of the TPU.
- (b) Chain of command at the TPU.
- (c) Military bearing/rules and regulations at 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 (recreational, medical, legal, dental, religious, etc.)
- (j) Contraband.
- (k) Training (general military, special, physical, etc.).
- (l) Inspections (personnel and zone).
- (m) Activities in the area that servicemembers may find interesting.
- (n) Activities and areas to be avoided (i.e., off-limit areas, etc.) where applicable.
- (o) Legal services.
- (p) Counseling services.
- (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/areas, appointments, etc.)

b. Work Program. All transient personnel will be assigned to work details that do not interfere with their processing. Expeditious 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. Personnel not in compliance with Navy weight standards shall be assigned to dietary and physical regimens as dictated by competent medical authority.

d. Training. General Military Training (GMT) is not required for transients. Transients expected to remain at the TPU for extended periods of time (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. A legal officer or legal clerk is assigned to the TPU and should be available to all transient personnel. Transient personnel will be advised of procedures to avail themselves of 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 avail themselves of their services.

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

512. 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 Navy Regulations shall apply.

513. MEDICAL HOLDING COMPANY (MHC). TPUs do not operate MHCs. MHCs are minimum care facilities located at naval hospitals or medical clinics. They are staffed by medical personnel and operate for those 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. Personnel in this status will remain assigned to MHCs until they are fully released and ready to return to full duty, limited duty, to process for separation, or to await the results of a PEB.

**CHAPTER VI**  
**ADMINISTRATIVE MATTERS**

601. RESPONSIBILITIES

a. NAVPERSCOM (PERS-68) is responsible for establishing policy and standards for the administration and operation of TPUs.

b. Major Claimants, through the chain of command, are responsible for the day-to-day operation and administration of TPUs in their area of responsibility. Major Claimants shall conduct inspections of TPUs on at least a triennial cycle. A copy of the report of inspection shall be provided to NAVPERSCOM (PERS-68).

c. CO/OICs shall administer TPUs in conformance with this and any other instructions from higher authority.

d. CO/OICs of the local PERSUPPDET will provide pay, personnel, and passenger transportation support to the TPUs. Ideally, the TPU and PERSUPPDET should be collocated.

e. The base security department will, upon request, augment training for TPU personnel assigned to MAA duties.

602. RECORDS/REPORTS. The service and pay records for all personnel assigned to the TPU in a transient status will be maintained by the servicing PERSUPPDET. Medical and dental records will be maintained by medical/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 shall be included:

a. Transient Listing. A real time running count of transient personnel assigned to the unit will be maintained at central processing using TPTS (Alpha Report).

b. Special Transient Population Report. Whenever transient population levels reach 90 percent of steady state capacity or conditions are such that it is anticipated that serious overcrowding at the TPU will occur, a message report shall be submitted to the Major Claimant with information to the chain of command and NAVPERSCOM (PERS-68). Specific requests for

assistance (i.e., 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 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 (i)). NAVPERSCOM (PERS-68) should be included as a "copy to" on all incident reports. Incidents which should be reported include, but are not limited to the following:

- (1) Death of a servicemember.
- (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/abuse.
- (7) Bomb threats.

d. Mishap Reports. Mishap investigations and reports are required per OPNAVINST 5102.1C for incidents involving material (property) damage, personnel injury/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 shall be kept on file at the TPU for 2 years.

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

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

603. LOGS. All logs maintained at the TPU shall be of the bound, consecutively numbered variety or a NAVPERSCOM (PERS-68) approved system electronically maintained on a computer. The following logs shall 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 hand written in ink or utilizing a NAVPERSCOM (PERS-68)-approved electronically generated log maintained on a computer. This log will be marked "For Official Use Only." At a minimum, this log shall include the following entries:

(1) Date and times of all emergencies or emergency drills with any noteworthy actions occurring during the event.

(2) 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.

(3) A record of riots, disorders, unusual events, and a chronological record of all actions taken.

(4) Results of musters to include the name, rate, and social security number (SSN) of any servicemember reported as an unauthorized absentee.

(5) Official visits to include name, rank, and title of official visitor and purpose of visit.

(6) Name, rate, and SSN of all transient personnel reporting to or detaching from the TPU. Larger TPUs may maintain a separate log for this information.

(7) Name, rate, and SSN of all transient or staff personnel departing on and returning from leave.

(8) 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 shall 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, memorandums, or be incorporated into the unit SOP.

604. SOP INSTRUCTION. Each TPU shall publish an SOP. 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 promulgate emergency bills, post orders, and special instructions as required by the CO/OIC. The SOP should be unit specific and should not be just a reiteration of the contents of this manual.

605. BRIG DISPOSITION BOARD. If the station where the TPU is located has a brig assigned, the TPU is the parent command for all personnel confined in the brig in a TEMDU 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 court-martial sentences should return to duty upon completion of confinement. The CO/OIC of the TPU (or a designated senior staff member) shall be a member of the Brig Disposition Board. The CO/OIC is not bound by the recommendation of the Brig Disposition Board but should take the recommendation into consideration in evaluating each case.

606. LAUNDRY. Adequate laundry facilities located in the unit shall be provided for all transient personnel.

607. BARBER. Barber services will be made available for all transient personnel. Ideally, TPUs will be staffed with a Navy Ship's Serviceman with a barber Navy Enlisted Classification (NEC 3122). The TPU manpower authorization should reflect this requirement.

608. LUCKY BAG. Each TPU shall maintain a lucky bag where uniform items confiscated from personnel being discharged from the Navy under OTH/entry level conditions are retained. These items will be issued to transients on an as-needed basis until servicemembers 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 servicemembers 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 servicemember 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 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) shall be maintained.

609. 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 servicemember. Inventory sheets will be signed and dated by the servicemember and the TPU staff member conducting the inventory. A signed copy of the NAVPERS 1640/17 will be given to the servicemember, one copy will be kept with the personal property stored, and the original 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 shall 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 shall 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), a OPNAV 5527/22, Evidence/Property Custody Document, shall be used to account for such property until turned over to the property custodian or returned to the

servicemember. The completed chain-of-custody form shall be kept on file at the TPU by the property custodian for 2 years.

610. 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 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.

611. LOCKERS. Each transient assigned a room/bunk at the TPU shall 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 shall be secured. Boxcar type seals be used for this purpose. Keeping the unassigned lockers sealed discourages stowage of contraband.

612. NOTIFICATION RESPONSIBILITIES. COs/OICs shall comply with the requirements of reference (j) on the notification of military personnel convicted of sex offenses or crimes against minors that are assigned to the TPU awaiting discharge or appellate leave.

BUPERSINST 1306.77A  
24 Mar 2004

**SPECIAL TRANSIENT PERSONNEL POPULATION REPORT**

FM TPU/TRANSIENT ACTIVITY  
TO NAVPERSCOM MILLINGTON TN//PERS-68//  
INFO MAJOR CLAIMANT  
ISIC  
FLEET COMMANDER, IF APPROPRIATE

UNCLAS//NO1306//

MSGID/GENADMIN/

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

REF/A/DOC/BUPERSINST 1306.77A/-//

AMPN/REF A IS MANUAL FOR THE ADMINISTRATION OF TPUS//

RMKS/1. THIS SPECIAL REPORT IS TO NOTIFY NAVY PERSONNEL COMMAND 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 (I.E., HARDSHIP, OBESITY):
- (5) OTHER (INCLUDE MED HOLDS/LIMDUS):

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

- (1) AWAITING NJP:
- (2) AWAITING COURT-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 (I.E., DRUG ABUSE, HOMOSEXUALITY):
- (8) OTHER (SPECIFY IN REMARKS):

C. TOTAL NUMBER OF TRANSIENTS PHYSICALLY ON BOARD TPU IN A PUNITIVE 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 1306.77A  
24 Mar 2004

**TRANSIENT PERSONNEL UNIT INSPECTION GUIDELINES**

Navy Personnel Command (PERS-68) keeps the dynamic TPU Inspection Guidelines on file, current, and updated. Copies can be obtained on the internet at <http://www.bupers.navy.mil/pers8/p84/pers84.htm> or by calling Comm (901) 874-4451/DSN 882.

**SAMPLE FORMAT**  
**IMPOSITION OF PUNITIVE RESTRICTION ORDERS**  
**FOR OFFICIAL USE ONLY (When Filled In)**

From: Commanding Officer/Officer in Charge, (TPU)  
To: \_\_\_\_\_(Restricttee)\_\_\_\_\_

LAST NAME FIRST MIDDLE RATE SSN

Subj: IMPOSITION OF PUNITIVE RESTRICTION

Encl: (1) Transient Personnel Unit Rules of Conduct

1. You have been awarded (number of days) punitive restriction by (CO/OIC 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/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 dungaree 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 dungaree uniform at the following times: (specify times). You are required to be in your rack between taps and reveille and regular bunk checks will be made between taps and reveille at unspecified times. Personnel missing muster or bunk checks will 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 stowed and tagged.

d. You are not permitted to leave your assigned berthing area without signing out with the duty MAA. All appointments

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Subj: IMPOSITION OF PUNITIVE RESTRICTION

during duty hours to see or visit other personnel or offices, such as the chaplain, legal, counseling and assistance center (CAAC), PERSUPPDET, Navy Exchange, 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 will be obtained from the duty MAA.

e. You shall not enter the Navy Exchange Cafeteria, 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 Navy Exchange 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 punitive restricted status.

g. Your personal possessions will be inventoried and items not required or authorized will be placed in storage and will not be returned until you are released from a restricted status. Any items the possession of 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 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

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Subj: IMPOSITION OF PUNITIVE RESTRICTION

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) Wedding band, school rings, wristwatch, and religious medals that can be worn inside the shirt.

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

(a) Hair dryers (except for female servicemember).

(b) Food or mess gear in the restricted barracks.

(c) Weapons of any kind or any objects readily lending themselves to use as a dangerous weapon.

(d) Radios, tape players, televisions, computers, cell phones or musical instruments (i.e., personal entertainment devices).

(e) Alcoholic beverages (including beer), dangerous drugs, or controlled substances.

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(f) 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 will 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 servicemember'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 TV during the hours of (specify times), Monday through Friday. Hours for weekends and holidays will be upon completion of working/clean up assignments.

n. The restricted barracks windows shall 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 times, or for some other reason not being able to visit during regular visitor's hours,

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an exception may be made by the senior duty MAA on watch.  
Official visitors may be authorized as requested.

b. Any visits by an unmarried person 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. Visiting 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/OIC imposing restriction. If signed by anyone else, it must be "By direction of the CO/OIC").

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Subj: IMPOSITION OF PUNITIVE RESTRICTION

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

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**SAMPLE FORMAT**  
**IMPOSITION OF RESTRICTION IN LIEU OF ARREST ORDERS**  
**FOR OFFICIAL USE ONLY (When Filled In)**

From: Commanding Officer/Officer in Charge, (TPU)  
To: \_\_\_(Restrictree)\_\_\_\_\_

LAST NAME                      FIRST                      MIDDLE                      RATE                      SSN

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

Encl: (1) Transient Personnel Unit 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/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 dungaree 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 dungaree uniform at the following times: (specify times). You are required to be in your rack between taps and reveille and regular bunk checks will be made between taps and reveille at unspecified times. Personnel missing muster or bunk checks will 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 stowed and tagged.

d. You are not permitted to leave your assigned berthing area without signing out with the duty MAA. All appointments

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

during duty hours to see or visit other personnel or offices, such as the chaplain, legal, counseling and assistance center (CAAC), PERSUPPDET, Navy Exchange, 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 will be obtained from the duty MAA.

e. You shall not enter the Navy Exchange Cafeteria, 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 Navy Exchange 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 punitive restricted status.

g. Your personal possessions will be inventoried and items not required or authorized will be placed in storage and will not be returned until you are released from a restricted status. Any items the possession of 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.

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

(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. Personnel awaiting court-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) Wedding band, school rings, wristwatch, and religious medals that can be worn inside the shirt.

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

(a) Hair dryers (except for female servicemember).

(b) Food or mess gear in the restricted barracks.

(c) Weapons of any kind or any objects readily lending themselves to use as a dangerous weapon.

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(d) Radios, tape players, televisions, computers, cell phones or musical instruments (i.e., personal entertainment devices).

(e) Alcoholic beverages (including beer), dangerous drugs, or controlled substances.

(f) 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 will 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 servicemember'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 TV during the hours of (specify times), Monday through Friday. Hours for weekends and holidays will be upon completion of working/clean up assignments.

n. The restricted barracks windows shall not be used for entry or exit purposes.

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

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 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. Visiting 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.

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

SIGNATURE \_\_\_\_\_ TIME AND DATE  
(CO/OIC imposing restriction. If signed by anyone  
else, it must be "By direction of the CO/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 are a violation that may result in further  
disciplinary action.

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

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

**FOR OFFICIAL USE ONLY (When Filled In)**

**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. Marijuana, narcotics, and controlled substances. Medication authorized for medical purposes shall be registered with the chief master-at-arms.
  - c. Drug paraphernalia.
  - d. Smoking in rooms or dormitories.
  - 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 will be maintained in a neat, military manner and all racks will be made when not in use. Berthing areas are subject to daily inspection.
8. Items from the lucky bag will be laundered and returned within 24 hours of receipt of uniform issue.

9. The following additional rules apply to punitive restricted personnel:

a. Personnel will not possess or consume alcoholic beverages.

b. The following areas are off limits:

(1) Navy Exchange (except as authorized).

(2) Navy commissary, clubs/messes.

(3) Recreational facilities unless authorized.

(4) Personal services (i.e., credit union, bank, etc.) unless authorized.

(5) (Identify other local unique/specific areas).

10. Personnel will not be in a privately-owned vehicle.

11. Personnel will not be in their rack between reveille and taps.

12. Personnel will have racks made following current berthing regulations.

13. Personnel will not wear outer clothing while lying in their racks.

14. Personnel must have a pass to leave the facility, except when in routine group movements, e.g., work, mess, etc.

15. Failure to comply with these rules may constitute a violation of the Uniform Code of Military Justice (UCMJ).

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
CO/OIC Signature                      Printed Name                      Grade                      Date

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

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

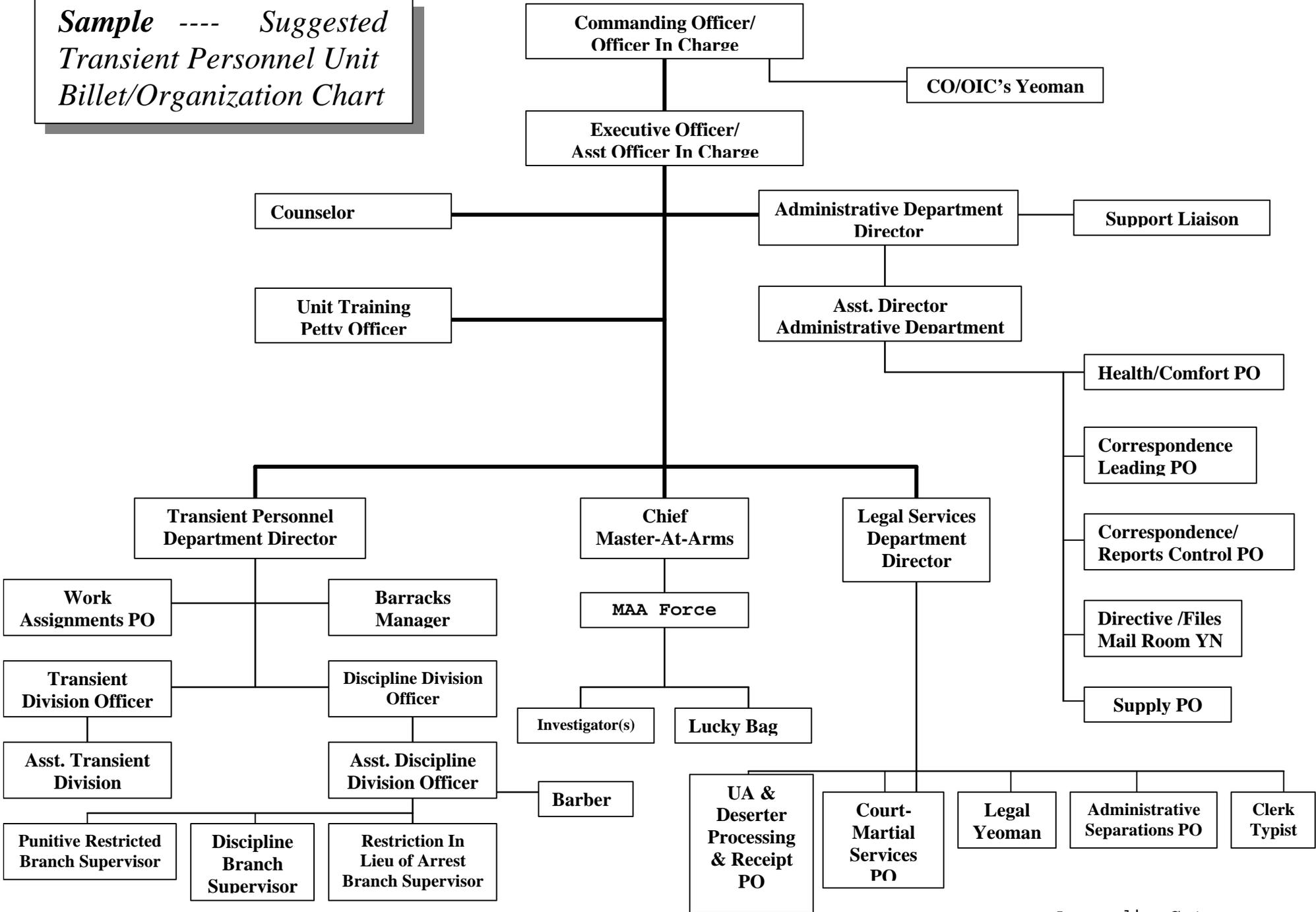
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Witness Signature          Printed Name          Grade          Date

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

**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 Norfolk (Transient Officer)	32001
	TPU Norfolk (Transient Enlisted)	32003
NNPTC Charleston	TPA Charleston	32178
COMNAVREG SE	TPU Jacksonville	44389
COMNAVREG SW	TPU San Diego	44386
	TPU San Diego Transient/Others	32005
NAVSUBASE Bangor	TPU Puget Sound	44390
NAVSTA Bremerton	TPU Detachment, Bremerton	43646
NTC Great Lakes	TPU Great Lakes	66176
	TPU Great Lakes Transient/Others	32458
NAVSTA Pearl Harbor	TPU Pearl Harbor	46424
COMFLTACT Yokosuka	TPU Yokosuka	46425
	TPU Yokosuka Transients/Others	31907
COMFLTACT Sasebo	TPD Sasebo	62735

*Sample ---- Suggested  
Transient Personnel Unit  
Billet/Organization Chart*



**SUGGESTED MASTER-AT-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 dangerous or prescription drugs using the Spenco Medical Corporation Drug ID Guide of street 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.

c. Gang Identification. Subject matter covers how to identify gang activity, including identification of gang graffiti, gang colors, and how to distinguish difference between gangs.

d. Hate Crime Awareness and Investigation. Designed to give TPU staff a better understanding of what constitutes a hate crime by identifying methods/indicators for hate crimes (racial, religious, gender based, and sexual orientation).

4. 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/detain civilian personnel. Describes the types of jurisdiction under which Navy security and law enforcement personnel operate.

5. 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.

6. 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 31 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, i.e., report chits,

incident reports, waiver of rights forms, and witness/suspect/victim statements, and be able to properly verbalize that information into an incident report.

## 7. INVESTIGATIONS

a. Preliminary Investigation. Shows how these are used to determine if a violation has been committed and if it needs to be carried to Captain's Mast or other legal action, covering UCMJ codes and how to determine if and what crimes have been committed.

b. Naval Criminal Investigative Service (NCIS) Jurisdiction. Defines difference between major and minor offenses as defined in SECNAVINST 5520.3B and how to handle cases in which NCIS will 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 5527/22, Evidence/Property Custody Receipt.

## 8. 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)/Sexual Assault Victim Intervention (SAVI) Program. Training is designed to introduce MAAs to the VWAP and give guidance on the proper implementation of DD 2701, Initial Info for Victims & Witnesses of Crimes. Training will also cover the SAVI program and teach MAAs when to contact a SAVI representative.

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

**SAMPLE**  
**JOB QUALIFICATION REQUIREMENTS (JQRs)**

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/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 chits.
  - (h) Miscellaneous Incident Reports/Supplementary  
Report.
  - (i) Voluntary statement (resident).
  - (j) Voluntary statement (staff).
  - (k) Health and comfort requests.
  - (l) Uniform issue requests.
  - (m) Seabag inventory form.
  - (n) Custody/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/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 paying system.
- g. Demonstrate a working knowledge of all spaces.
- h. Demonstrate a working knowledge of bag out procedures.
- i. 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/explain the use of Duquenois' Reagent number 8 THC.
- f. Explain the following searches (locker):
  - (1) With/without permission.

(2) With/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/use of holding cage.

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

5. Leading Petty Officer (LPO)

a. Explain the following:

(1) Restricted ID 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/forms applicable to Disciplinary Barracks.

c. Explain procedures for putting items in the safe for safekeeping.

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

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RECOMMENDED NAVY CORRESPONDENCE COURSES (Not Mandatory)

1. Master-at-Arms (1&C)
2. Basic First Aid
3. Human Behavior and Leadership
4. U.S. Navy Regulations (Part I)

**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 NAVPERSCOM (PERS-68) 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. Major Claimant consideration: Evaluate situation and report to NAVPERSCOM (PERS-68) with status, trends, and resources required from outside the claimancy.

d. NAVPERSCOM (PERS-68) actions

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

(2) NAVPERSCOM (PERS-68) will coordinate within NAVPERSCOM (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.

(3) Continue monthly reporting of persons on board to NAVPERSCOM (PERS-68) and chain of command.

b. ISIC considerations: Provide further assistance as required to maintain control and expedite processing.

c. Major Claimant considerations

(1) Evaluate situation and report to NAVPERSCOM (PERS-68).

(2) Provide additional administrative support and MAA assistance from within the claimancy.

(3) Send Personnel Administrative Assist Team (PAAT) if appropriate.

(4) Request assistance from outside claimancy, if required.

d. NAVPERSCOM (PERS-68) actions

(1) If necessary, coordinate/provide TEMADD assistance from outside major claimancy.

(2) Coordinate/provide administrative assistance outside major claimancy.

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.

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

(4) Review administrative separations pending approval and expedite processing.

**PRESCRIBED FORMS**

Forms Availability. The following forms are available in the Naval Inventory Control Point using requisitioning procedures contained in CD-ROM NAVSUP PUB 600(NLL), Navy Stock List of Publications and Forms. These forms are also available on line at <http://forms.daps.mil/order/>.

1. NAVPERS 1336/3 (Rev. 5-96), Special Request/Authorization, S/N 0106-LF-063-8633.
2. NAVPERS 1640/17 (4-81), Inventory and Receipt of Valuables, Clothing and Personal Effects, S/N 0106-LF-016-4085.
3. OPNAV 5527/22 (Rev. 12-82), Evidence/Property Custody Receipt, S/N 0107-LF-984-1200.
4. DD 504 (Apr 1976), Request and Receipt for Health and Comfort Supplies, S/N 0102-LF-000-5041.
5. DD 2701 (Rev. 12-94), Initial Info for Victims & Witnesses of Crimes, S/N 0102-LF-019-0700.