



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

BUPERSINST 1306.77C  
PERS-00D  
31 OCT 2012

BUPERS INSTRUCTION 1306.77C

From: Chief of Naval Personnel

Subj: MANUAL FOR THE ADMINISTRATION OF TRANSIENT PERSONNEL  
UNITS

Ref: (a) OPNAVINST 1000.16K  
(b) Manual for Courts-Martial, United States, 2008  
(c) JAGINST 5800.7E (JAGMAN)  
(d) U.S. Navy Regulations, 1990  
(e) NAVPERS 15560D, Navy Military Personnel  
Manual (MILPERSMAN)  
(f) Uniform Code of Military Justice  
(g) NAVSUP PUB-485, Volume 1  
(h) OPNAVINST F3100.6J (NOTAL)  
(i) SECNAVINST 5800.14A

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 and divisions (TPDs). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1306.77B.

3. Discussion. The provisions of this manual apply to the operation and administration of all Navy TPUs and TPDs unless a written request for a waiver, forwarded via the chain of command, is granted by Navy Personnel Command (NAVPERSCOM), Corrections and Program Office (PERS-00D). For brevity and consistency, all such aforementioned organizations are collectively referred to as TPUs in subject manual. References (a) through (i) 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 and TPD. Copies of any supplementary instructions shall be provided to Commander, Naval Installations Command (CNIC), Personnel Services (TPU, Pre-Trial Confinement, and Navy Mobilization Personnel Sites) Division (N142) and NAVPERSCOM (PERS-00D).

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

5. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per Secretary of the Navy Manual M-5210.1 of November 2007.

6. Forms and Report

a. Following forms are available on line at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

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

(2) DD 2701 Initial Information for Victims and Witnesses of Crimes

b. Following forms are available on line at <https://forms.daps.dla.mil/order/>

(1) OPNAV 5580/22 Evidence/Property Custody Receipt

(2) NAVPERS 1336/3 Special Request/Authorization

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

c. Report symbol BUPERS 1306-1 is assigned to the reporting requirement in appendix A and is approved per SECNAV M-5214 of December 2005.



C. A. COVELL

Rear Admiral, U.S. Navy  
Deputy Chief of Naval Personnel

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

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## CHAPTER 1

## GENERAL POLICY

101. POLICY. Transient Personnel Units (TPUs) shall 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 shall be provided per existing directives and shall be commensurate with the rank, rate, and status of the Service member (regular transient, disciplinary transient, etc.). TPUs serve only transient personnel to fleet units and overseas commands unless a written waiver, forwarded via the chain of command, is granted by Navy Personnel Command (NAVPERSCOM), Corrections and Programs Office (PERS-00D). TPUs do not function as a holding facility for personnel assigned to local shore commands, or personnel in a disciplinary status unless a written waiver, forwarded via the chain of command, is granted by NAVPERSCOM (PERS-00D). 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, unless modified by a written waiver, forwarded via the chain of command, and granted by NAVPERSCOM (PERS-00D). If there is a need for transient personnel processing at more than one activity within a geographic area, the region may request from Commander, Naval Installations Command (CNIC), Personnel Services (TPU, Pre-Trial Confinement, and Navy Mobilization Personnel Sites) Division (N142), to establish a transient personnel detachment (TPD). Where there is a need to process transient personnel on a limited basis and the activity is not within 50 miles of a TPU, the region may request from CNIC (N142) to establish a TPD, which shall be a department of the command and transient personnel shall be assigned to the command's "Others" unit identification code (UIC). The term TPU, where it appears throughout the text, includes TPDs and transient personnel departments and 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.

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

104. ORGANIZATION. A TPU has either a commanding officer (CO), officer in charge (OIC), or chief petty officer in charge (CPOIC), who is responsible for the operation of the TPU in order to meet its stated mission. Unless otherwise noted, a TPU is a component of the activity where the TPU is located or in the case of a region, the regional command. The CO, OIC, or CPOIC of the TPU reports to the commander or 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 chain of command, and NAVPERSCOM (PERS-00D).

106. FUNCTIONS. The CO, OIC, or CPOIC shall provide the following for all transient personnel assigned:

- a. indoctrination;
- b. billeting;
- c. accountability;
- d. administrative functions;
- e. work assignments; and
- f. legal and disciplinary processes.

107. REPORTS. The CO, OIC, or CPOIC shall provide, on a monthly basis, a summary report of operations and issues to CNIC N142 obtained from 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) shall be submitted to CNIC N142

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and NAVPERSCOM (PERS-00D). Other reports may be required by CNIC N142 and NAVPERSCOM (PERS-00D) as trends are noted and on a case-by-case basis.

108. INSPECTIONS. CNIC N142 and NAVPERSCOM (PERS-00D) shall ensure that TPUs are inspected biennially. Inspections shall monitor compliance with the provisions of this manual and shall be conducted per the inspection guidelines referenced in appendix B.

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## CHAPTER 2

## PHYSICAL PLANT

201. ESTABLISHMENT. Requests for establishment of a TPU shall be submitted through the chain of command and shall be accompanied with site, floor, and staffing plans, and a description of the spaces to be utilized for male and female personnel. NAVPERSCOM (PERS-00D) is the authority for establishment of a TPU. Approval shall take into consideration anticipated population, level of staffing, facilities, and support functions to assist the TPU in fulfilling its mission. If establishment of a TPU is approved, a request for a separate UIC must be submitted to Bureau of Naval Personnel (BUPERS), Human Resources (BUPERS-05), per reference (a). NAVPERSCOM (PERS-00D) shall be provided a copy of all establishment and authorizing correspondence concerning TPUs. For establishment of TPDs see paragraph 101 above.

202. DISESTABLISHMENT. Requests to disestablish a TPU shall be forwarded, with justification and an impact statement, to NAVPERSCOM (PERS-00D) via the chain of command.

203. CONSTRUCTION AND ALTERATION. Where possible, existing facilities shall be modified for TPU utilization in lieu of new construction. CNIC N142 shall approve design, configuration, and space utilization for the facility. Any future alterations or change in utilization of TPU spaces must be approved by CNIC N142 prior to alterations or changes being made. Proposed alterations shall include site and floor plans, list specific alterations, and include estimated costs.

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

205. 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 restriction or restriction in lieu of arrest

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(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.

206. BERTHING SPACES

a. Regular Transients. Except when not practicable due to surge conditions, berthing for regular transients shall be per the provisions of Department of Defense (DoD) Manual, DoD 4165.63-M of 28 October 2010, DoD Housing Management Manual.

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 non-judicial punishment (NJP) of restriction and one for members placed in an 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 restriction and those placed in an RILA status. These areas shall be plainly identified and care shall be exercised to ensure there is a clear separation and distinction between areas designated for those awarded restriction and those placed in an RILA status.

207. SECURITY FEATURES. TPUs shall 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.

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

209. INSPECTIONS. A daily sanitation inspection and a weekly safety/security inspection shall be conducted by a member of the TPU staff. Senior TPU staff members shall conduct a monthly

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zone inspection of the entire TPU. A quarterly sanitation inspection of the TPU shall be conducted by the local preventive medicine office. All inspections shall be logged by the watch, and inspection results shall be retained per paragraph 602e thru 602h of this manual. The previous NAVPERSCOM (PERS-00D) triennial inspection report shall be retained at least until the next inspection report is obtained. Written reports shall be submitted as required in chapter 6.

**CHAPTER 3**

**STAFFING**

301. POLICY. TPUs shall be staffed as determined by the Shore Manpower Requirements Determination Program (SMRDP) and approved by CNIC N142.

302. OFFICERS. Each TPU shall be headed by a CO, OIC, or CPOIC as designated by the Chief of Naval Operations (CNO) and detailed by a NAVPERSCOM placement officer, working in conjunction with the CNIC program manager. Per reference (f), the CO or OIC has NJP authority over all staff and transient personnel assigned to the TPU. If courts-martial convening authority is desired for the CO or OIC of a TPU, such authority shall be requested per reference (c), article 0121. The CO, OIC, or CPOIC of the TPU is responsible for the overall administration and management of the unit, and unless otherwise provided, reports to the commander or CO of the activity where the unit is attached or to the regional commander.

303. ENLISTED PERSONNEL. TPUs are unique facilities in that Sailors in a normal transfer status, in the process of separation, and in a disciplinary or restricted status are all administratively 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 individuals; however, despite the most stringent of screening processes, isolated cases of assignment of individuals who are unsuited for such duty may occur. Personnel considered unsuitable for TPU staff duty fall into one of two categories as follows:

a. Those members considered unsuitable for continued duty through no fault of their own (e.g., physical defect).

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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, or CPOIC considers an individual (a new gain or existing staff member) unsuitable for continued duty at a TPU, a recommendation for removal from such duty shall be submitted per procedures outlined in reference (e), article 1306-900, paragraph 5.

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 CNIC N142, an activity manpower document (AMD) shall be submitted per reference (a). Additionally, AMD change requests shall be submitted in the same manner when changes occur to the baseline AMD requirements and authorizations. The TPU shall be identified in the Total Force Manpower Management System (TFMMS) as a component activity, with a separate UIC, to the activity or region to which they are attached. The suggested staffing for each of these departments or divisions follows. Although billets specifically identified are for large TPUs, medium or small TPUs may combine billets as necessary. Additional duties may be assigned at any TPU.

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

b. Executive Officer (XO) or Assistant Officer in Charge (AOIC). The XO or AOIC is the direct representative of the CO

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or OIC and shall be primarily responsible for the organization, accountability, performance of the staff, and good order and discipline of the unit.

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

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

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

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

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

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

(6) Health and Comfort Petty Officer. Ensures all transients have 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 TPU supplies.

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

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

(1) Regular Transient Department Head/Division Officer. Reports to the XO or AOIC. Responsible for the overall operation and management of regular transient personnel who are being processed for transfer, expiration of active obligated service (EAOS), Fleet Reserve (FLTRES), medical board/limited duty (MEDBOARD/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 Personnel Support Detachment (PERSUPPET) to ensure regular transients are aware of, and report to, their scheduled appointments. Responsible for ensuring regular transient personnel are kept aware of the status of their transfer or separation.

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

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

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

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

(7) Lucky Bag/Personal Property Supervisor. Responsible for confiscation, maintenance, and accountability of all uniform items taken from personnel being discharged from the Service under other than honorable or 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, CPOIC, or their designee, issues uniform items as necessary to all transient personnel in need of uniform items (e.g., non-pay status, loss of uniform items, etc.).

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

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

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

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

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

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

307. COLLATERAL DUTY ASSIGNMENTS. Regional commanders shall ensure adequate resourcing of a chaplain and a staff judge advocate to the TPU.

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 or tolerated.

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## CHAPTER 4

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 shall be processed according to applicable sections of this instruction.

402. REQUIRED DOCUMENTATION FOR TRANSFER OF A TRANSIENT. The CO, OIC, or CPOIC of the receiving TPU retains the authority to refuse any transient member who reports without the required documentation, but is otherwise an appropriate transient. The following documentation shall be generated, or confirmed to be in good order, by the departing command prior to the TPU accepting the transfer of a transient:

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

403. REGULAR TRANSIENTS

a. Personnel awaiting separation from the 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 deployed or 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; and,

(2) transfer the individual to the TPU 7 to 10 days prior to commencement of separation leave if a ship or mobile unit is scheduled to deploy OCONUS during the period of separation leave.

b. Personnel awaiting further transfer. Personnel received at a TPU awaiting further transfer are personnel who are in receipt of permanent change of station (PCS) orders and are either awaiting transportation to a deployed unit or the TPU has been directed to retain the individual on board awaiting the return or arrival of the ship or mobile unit. Ships and mobile units 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 shall 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., Service members who have been hospitalized in a temporary duty (TEMDD) status and are now ready to return to full duty, and personnel who are returning to duty after completing confinement under 30 days awarded by a courts-martial). TPUs shall 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 14 working days after the initial availability has been submitted. Service members on convalescent leave or TAD shall be made available for orders 21 days prior to completion of convalescent leave or TAD. In instances where a Service member has completed hospitalization and is awaiting medical board processing or other appropriate disposition and the medical treatment facility (MTF) has limited quarters for staff, patients, and medical holding company personnel; the Service member may be assigned to the nearest TPU in a TEMADD

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status. In such instances, the TPU shall berth and employ the Service member; however, management responsibility for the Service member remains with the MTF.

d. Service members 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 on LIMDU for 6 months or less by a medical board, shall 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 shall ensure that PERSUPPDETs submit LIMDU availability report immediately upon receipt of the individual at the TPU and tracer reports after 14 working days, 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, whether in an MTF or non-MTF, the member shall be accounted for on board the Navy MTF, if TEMDU transferred, until a medical evaluation board is pending per reference (e), MILPERSMAN 1306-1600. If the signed medical board recommends departmental review or PEB procedures, the Service member shall be transferred to the nearest TPU, provided the member is ambulatory and not in need of nursing procedures or dietary care or special treatment not readily available outside the MTF. In general, medical hold and holdover personnel who have "serious physical disabilities" or injuries or disabilities that are the "direct result of armed conflict" and are receiving outpatient medical treatment shall be assigned or referred to housing that most often exceeds the housing quality standards of the TPU. For example, these personnel must "be able to adequately control the temperature in their housing units." If the member is still assigned to the TPU when in this status, the TPU CO, OIC or CPOIC, and region commander must be advised of the stringent medical hold housing standards as detailed in the Deputy Secretary of Defense Memorandum, DoD Housing Inspection Standards for Medical Hold and Holdover Personnel of 18 September 2007. When an individual reports to a TPU with a condition that is questionable, the CO, OIC, or CPOIC of the TPU shall contact the head, patient

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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 shall 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 and not in need of nursing procedures, dietary care, or special treatment not normally available outside the MTF.

(d) The member's medical condition does not warrant convalescent leave. Convalescent leave shall not be granted en route to a TPU. In such cases, the MTF shall 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 shall prepare a memorandum endorsement to the orders. The MTF is responsible for notifying the parent command by message that the member has been transferred to the TPU and shall 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 Service member not fit for full duty, the Service member may be transferred to the nearest TPU, provided the member is ambulatory and not in need of nursing procedures, dietary care, or special treatment not available outside the naval hospital and condition does not warrant convalescent leave.

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

f. Service members awaiting special program disqualification. Personnel who are being disqualified from special programs (e.g., submarine) and require forced rating conversion (FRC) are received at TPUs from the detaching command. Special program detaching commands shall transfer disqualified personnel only upon receipt of FRC notice by the TPU. Transfers prior to receipt of the FRC notice shall be accepted only with prior approval of the TPU CO, OIC, or CPOIC. EAOS shall be verified to determine if Service member must extend to meet obligated service (OBLISERV) requirements.

#### 404. DISCIPLINARY TRANSIENTS

a. Prisoners. In areas where a naval confinement facility 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 discharge (BCD) or dishonorable discharge (DD)) as a part of the courts-martial sentence (regardless of length of confinement) are transferred to the TPU in a TEMDU status upon confinement. Naval pre-trial confinement facilities having personnel in pretrial confinement at the time of the courts-martial and who receive a punitive discharge as a part of their sentence or who receive confinement of 31 days or more as a part of their sentence, shall initiate immediate action to provide for the transfer of the Service member from the parent command to the TPU in a TEMDU status. This is a critical requirement because 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 courts-martial sentencing or post-trial confinement, the TPU shall request such orders via official message. A follow-up message to the parent command shall be sent if TEMDU orders are not received within 14 working days of the original request. Follow-up messages shall

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include the parent command's chain of command, NAVPERSCOM (PERS-00D), and the brig as information addressees. To ensure (to the maximum extent possible) that prisoners move brig-to-gate upon completion of confinement, the following procedures shall be followed:

(1) Prisoners returning to full duty upon completion of confinement. Prisoners returning to full duty upon completion of confinement shall be made available for orders at least 14 working days prior to their scheduled date of release from confinement. If PCS orders are not received within 2 weeks, advise what action taken messages shall be submitted as required by reference (e), MILPERSMAN 1306-1712 through 1716. While it is the responsibility of the servicing 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 courts-martial sentence

(a) Prisoners who have unsuspended punitive discharges as part of their sentence shall 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 shall 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 courts-martial sentence and are pending CA action, who do not desire to go on voluntary appellate leave shall be retained at the TPU until CA action is completed. Where the Service member 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 shall be placed on mandatory appellate leave. The CO, OIC, or CPOIC of the TPU may delay a member's transfer to appellate

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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 shall monitor receipt of CA actions for all post-trial prisoners confined in the brig for 31 days or more or who have unsuspended punitive discharges as part of their sentence, request status of CA action via official Navy message if CA action has not been received within 120 days of the courts-martial, and send a follow-up message every 30 days thereafter. Follow-up messages shall info the Office of the Judge Advocate General (OJAG), CNIC N142, and NAVPERSOM (PERS-00D).

(c) Prisoners released from confinement at an overseas brig, who have an unsuspended punitive discharge as a part of their sentence, or Service members who receive a punitive discharge at courts-martial but no post-trial confinement, shall be transferred to the nearest CONUS TPU for processing. Transfer shall occur without regard to CA action. The overseas command transferring the Service member 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, shall 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 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 or separated. Prior to transfer, the Service member must meet minimum criteria for processing and the transferring command must have full concurrence of their immediate superior in command (ISIC) and

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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 Service member's scheduled date and time of arrival.

(2) If a member is in civilian confinement or required by civilian authorities to remain in a geographic area pending trial, the parent command may request the regional coordinator where the Service member is located to designate an activity to investigate, track, and process the member for ADSEP. Upon designation from the regional coordinator, the parent command shall transfer the Service member TEMDU to the designated command, which may be a TPU.

(3) Service members whose home of record is not Hawaii, Guam, or the Philippines shall not be separated OCONUS (including Hawaii) with an other than honorable (OTH) discharge without specific written approval from NAVPERSCOM, Conduct and Separations Branch (PERS-83). Service members being discharged under OTH conditions attached to forward-deployed ships or overseas commands shall be transferred to a CONUS separation activity as listed in reference (e), MILPERSMAN 1910-812. Service members 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) shall be issued within 5 working days. A signed copy shall be forwarded to PERSUPPDET no later than the next working day.

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

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

(d) If the discharge authority rests with Commander, Navy Personnel Command (COMNAVPERSCOM) or officer exercising general courts-martial convening authority (OEGCMCA) and no administrative discharge board is involved, the case shall be forwarded to COMNAVPERSCOM or applicable OEGCMCA within 10 working days after issue of the LON. Once the separation authorization is received, the CO shall forward to PERSUPPDET within 5 working days.

(e) If the discharge authority rests with COMNAVPERSCOM or the OEGCMCA and an administrative discharge board is involved, the completed administrative discharge board results shall be forwarded to COMNAVPERSCOM or applicable OEGCMCA within 60 working days after issue of the LON. Once the separation authority is received, the CO shall forward to PERSUPPDET within 5 working days.

(f) In cases requiring Secretary of the Navy's (SECNAV's) approval, the case shall be forwarded to COMNAVPERSCOM within 60 days after issue of the LON. Once the separation authorization is received, the CO shall forward to PERSUPPDET within 5 working days.

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

c. Members Serving Restriction. Members placed on restriction at NJP by the CO or OIC of the TPU shall be transferred to the disciplinary department or division and shall be berthed, wherever possible, in an open bay compartment that is completely separate from other disciplinary transients (i.e.,

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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 restriction and the area shall be clearly identified. Members serving 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 restriction wherein the period of such restriction has not expired at the time of transfer. In such cases, the transferring CO shall advise the CO, OIC, or CPOIC of the TPU in writing and designate the TPU as the place of restriction for the member. This letter must be signed by only the detaching commanding officer (authority shall not be delegated). Upon arrival at the TPU, the member shall be issued restriction orders as outlined in appendix C, prescribing the limits and conditions of restriction remaining to be served at the TPU. This provision only refers to Service members who would otherwise normally be transferred to a TPU in a transient status.

(2) Per paragraph 406, the TPU is not a disciplinary barracks for area commands and shall not accept Service members for the sole purpose of serving the punishment of restriction.

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

(1) Per reference (f), article 13, *"No person, while being held for trial, may be subjected to punishment or penalty other than arrest or confinement upon the charges pending against him, nor 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

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is in an RILA status, provided they are related to a non-punitive objective. Accordingly, members placed in an RILA status shall be issued RILA orders as outlined in appendix D.

(2) Additionally, members placed in an 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 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 restriction.

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

405. 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 (NAVCRIMINVSVC) or is cooperating with NAVCRIMINVSVC 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 TEMDU/TEMADD status. These instances shall be dealt with on an individual basis and the CO, OIC, or CPOIC of the TPU has the authority to accept or decline such personnel, as appropriate. When accepted, no-cost TEMADD orders shall be issued for a period not to exceed 30 days.

406. INAPPROPRIATE ASSIGNMENTS TO A TPU

a. The TPU is not authorized to act as a disciplinary barracks for area commands.

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b. The TPU is not authorized to act as a medical transition company (MTC) for personnel receiving outpatient care (including psychiatric treatment) from an MTF.

c. The TPU is not a holding company for student dropouts from local school commands.

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## CHAPTER 5

## OPERATIONS

501. CENTRAL PROCESSING. A central point shall be established at each TPU for personnel checking in and out. This is the focal point for accountability of all transient personnel assigned to the TPU. The terms central processing and TPU quarterdeck are synonymous. To ensure a positive first impression of the command, personnel assigned to central processing must present a professional, courteous, and military appearance and be knowledgeable of the operation of the TPU. The central processing desk 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, or CPOIC. 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 checking in and checking-out shall be coordinated with the servicing PERSUPPDET and utilize an efficient check-in and check-out sheet. PERSUPPDET should be encouraged to use an ink stamp when checking-in and checking-out transients to help prevent manipulation of the process. To ensure accountability of transient personnel, and to facilitate rapid and efficient processing of personnel, the following procedures are directed:

a. Transient personnel reporting during normal working hours. Once individuals have checked-in with central processing and have been added to the running count, the Service members shall 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 Service members have completed checking-in with PERSUPPDET, the members shall return to their division and complete checking-in to the TPU. The members shall be assigned a room or dormitory and bunk commensurate with status and rank (e.g., regular transient, disciplinary transient, E7, E5, and E3). If the division is responsible for room, dormitory, and bunk assignments, the division petty officer shall 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, or CPOIC, 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 shall 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 shall complete check-in with the PERSUPPDET (if not already done) and shall complete the TPU check-in process. Central processing shall maintain a running roster of all transients arriving after normal working hours, for muster purposes, and shall advise such personnel of muster requirements. After muster on the next normal workday, the transient's name shall 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 shall immediately be assigned to the disciplinary division. This division shall assume mustering and accountability responsibility for the Service member. After muster on the next normal workday, the disciplinary transient shall complete check-in procedures with the PERSUPPDET (if not already accomplished). Central processing shall maintain a running roster of all disciplinary transients who report after normal working hours. Copies of this roster shall be provided to the CO, OIC, or CPOIC, 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, or lockers at the TPU, but shall be required to provide central processing with a local address and phone number where they can be reached. All

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disciplinary transients shall be assigned a dormitory or 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 shall check-out of the TPU during normal working hours. Central processing shall compile a list of all personnel who depart the TPU each day and provide copies to the CO, OIC, or CPOIC, 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 shall also identify personnel remaining on board past the target departure dates and shall prompt a review of processing procedures in individual cases.

504. MUSTERS. All transient personnel assigned to the TPU shall 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 shall be required to muster on weekends and holidays. Personnel in a disciplinary status shall muster daily unless specifically excused by competent authority. Musters shall be conducted in a military manner and all personnel shall wear the prescribed uniform as determined by the CO, OIC, or CPOIC (e.g., uniform of the day or working uniform). At quarters, mustering petty officers shall inform transient

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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, or CPOIC by 0800 each day. Each mustering unit shall notify the MAA office when a transient is in an unauthorized absence (UA) status so that the incident is reported. Central processing shall 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 and not sick or incapacitated for some reason (e.g., check room, place a telephone call to the Service member at home if living ashore, etc.).

505. INSPECTIONS. Daily personnel inspection of disciplinary transients shall be conducted at quarters. Unannounced random spot check inspections of regular transient personnel shall be conducted weekly at quarters.

506. DISTURBANCES AND EMERGENCIES. The TPU shall 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 shall be used.

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

(4) Develop procedures for use of instruments of restraint. Instruments of restraint 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 CPOIC (or the senior TPU staff member present in the absence of the CO, OIC, or CPOIC) or by a medical officer. A logbook entry shall be made when restraints are used and shall 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 (NAVCRIMINVSVC, base security, local authorities, etc.). The CO, OIC, or CPOIC 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 firefighting equipment; and

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

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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; and
- (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, shall not be required to perform non-standard military practices (e.g., salute enlisted personnel). The CO or OIC of the TPU has NJP authority, and when authorized per references (b) and (c), special courts-martial authority, over all TPU staff and transient personnel.

508. RESTRICTION. Service members in a restricted status at the TPU are either serving restriction awarded as a result of NJP or courts-martial or placed in an RILA status by the CO of the TPU. In either case, it must be recognized that restriction is moral restraint as opposed to confinement, which is the physical restraint of an individual. In administering restriction, the following guidelines are provided:

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

- (1) boundaries of the restriction (e.g., the limits of the naval station);
- (2) areas of the station that are off-limits during restriction (e.g., clubs, bowling alleys, snack shops, etc.);

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(3) times for muster (as often as deemed necessary by the CO, OIC, or CPOIC; however, musters should neither interfere with normal sleeping hours nor with the Service member performing a normal workday);

(4) uniform requirements (restricted personnel should not normally be allowed to wear or have civilian clothes in their possession while in a restricted status);

(5) designated area where restriction shall be served and berthing area assigned;

(6) failure to make required musters and breaching the limits of restriction are offenses punishable under the UCMJ by either courts-martial or NJP;

(7) possession of contraband (outline what constitutes contraband (e.g., civilian clothes, alcohol, etc.)) is prohibited. Searches of individuals and their lockers may be conducted at any time.

**NOTE:** Restriction papers should be signed by the CO or OIC (or those designated in writing) and by the TPU staff member outlining the provisions of restriction. Restriction papers shall be signed by the Service member being placed on restriction, acknowledging notification of restriction and that the contents have been explained. If the restricted person refuses to sign the document, this 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 Service member 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 shall be alarmed to alert TPU staff when opened.

c. Service members 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 and or check out with the TPU quarterdeck. Service members in a restricted status should not be escorted to appointments by a TPU staff member.

e. Military identification cards shall not be confiscated from Service members 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, or CPOIC may approve leave for regular transients on a case-by-case basis when it is in the best interest of the Service member and Navy. Transients in a disciplinary status shall not normally be granted annual leave. The CO, OIC, or CPOIC may grant emergency leave for any transient person when warranted. Liberty shall be granted per existing Navy policy for ashore commands, as determined by the CO, OIC, or CPOIC as provided for in reference (e), MILPERSMAN 1050-280.

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 shall be provided for all transient personnel:

a. Indoctrination

(1) Transients shall attend a formal indoctrination program. Every effort shall 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 Service member in the process. Either the CO, XO, OIC, AOIC, or CPOIC 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 and rules and regulations at the TPU;
- (d) Anticipated length of stay of a transient at the TPU;
- (e) Leave and liberty policy;
- (f) Work requirements;
- (g) Daily routine;
- (h) Mailing address;
- (i) Services available (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 Service members may find interesting;
- (n) Activities and areas to be avoided (i.e., off-limits areas, etc.) where applicable;
- (o) Legal services;

(p) Counseling services; and

(q) Morale, Welfare, and Recreation (MWR).

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

b. Work Program. All transient personnel shall 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.

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.) shall participate in GMT with TPU staff if feasible.

e. Religious Program. A chaplain shall 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. Regional legal services office (RLSO) or Navy legal service office may provide legal assistance depending on the area. Transient personnel shall 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 shall be advised of procedures to avail themselves of their services.

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

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## CHAPTER 6

## ADMINISTRATIVE MATTERS

601. RESPONSIBILITIES

a. NAVPERSCOM (PERS-00D) is responsible for establishing policy and standards for the administration and operation of TPUs.

b. CNIC (N142), through the chain of command, is responsible for the day-to-day operation and administration of TPUs in their area of responsibility. CNIC (N142) and NAVPERSCOM (PERS-00D) shall ensure inspections of TPUs are conducted biennially or within 30 days before a change of command. A copy of the report of inspection shall be provided to CNIC (N142).

c. COs, OICs, or CPOICs shall administer TPUs in conformance with this and any other instructions from higher authority.

d. COs, OICs, or CPOICs of the local PERSUPPDET shall provide pay, personnel, and passenger transportation support to the TPUs. Ideally, the TPU and PERSUPPDET should be collocated.

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

602. RECORDS/REPORTS. The service records for all personnel assigned to the TPU in a transient status shall be managed by the servicing PERSUPPDET. Medical and dental records shall be maintained by medical and dental personnel as locally directed. The TPU shall 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 shall be maintained at central processing using TPTS (alpha report).

b. Special Transient Population Report. Whenever transient population levels reach 90 percent of steady state overall or in any one berthing type (i.e., RILA or restriction) or conditions

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are such that it is anticipated that serious overcrowding at the TPU will occur, a message report shall be submitted with information to the chain of command and NAVPERSCOM (PERS-00D). 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 shall be reported as unit situation reports (UNIT SITREP) or OPREP-3 Navy Blue, whichever is appropriate per reference (h). NAVPERSCOM (PERS-00D) should be included as a "info" addressee on all incident reports. Incidents which should be reported include, but are not limited to, the following:

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

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

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

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

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g. Monthly 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-00D) 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 shall be maintained in chronological order and shall be neatly handwritten in ink or typed utilizing a NAVPERSCOM (PERS-00D) approved electronically generated log maintained on a computer. This log shall 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 DoD identification number of any Service member reported as an unauthorized absentee;

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

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

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(7) Name, rate, and DoD identification number of all transient or staff personnel departing on and returning from leave; and

(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 shall 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, or CPOIC. 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 courts-martial sentences should return to duty upon completion of confinement. The CO, OIC, or CPOIC of the TPU (or a designated senior staff member) shall be a member of the brig disposition board. The CO, OIC, or CPOIC is not bound by the recommendation of the brig disposition board but should take the recommendation into consideration in evaluating each case.

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

607. LUCKY BAG. Each TPU shall maintain a lucky bag where uniform items confiscated from personnel being discharged from the Navy under OTH and entry level conditions are retained.

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

608. 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 shall be inventoried using NAVPERS 1640/17 Inventory and Receipt of Valuables, Clothing, and Personal Effects, in the presence of the Service member. Inventory sheets shall be signed and dated by the Service member and the TPU staff member conducting the inventory. A signed copy of the NAVPERS 1640/17 shall be given to the Service member, one copy shall be kept with the personal property stored, and the original kept on file with the personal property custodian. The personal property custodian shall 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), an OPNAV 5580/22 Evidence/Property Custody Document shall be used to account for such property until turned over to the property custodian or returned to the Service member. The completed chain-of-custody form shall be kept on file at the TPU by the property custodian for 2 years.

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609. FUNDS AND VALUABLES. Under no circumstances shall 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.

610. LOCKERS. Each transient assigned a room or bunk at the TPU shall be assigned a locker. The transient is responsible for providing a lock for the locker. Lockers shall 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 or command locks shall be used for this purpose. Keeping the unassigned lockers sealed discourages stowage of contraband.

611. NOTIFICATION RESPONSIBILITIES. COs and OICs shall comply with the requirements of reference (i) 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.

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**SPECIAL TRANSIENT PERSONNEL POPULATION REPORT**

FM TPU/TRANSIENT ACTIVITY  
TO NAVPERSCOM MILLINGTON TN//PERS-00D//  
INFO CNIC N142  
ISIC  
FLEET COMMANDER, IF APPROPRIATE

UNCLAS//NO1306//

MSGID/GENADMIN/

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

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

AMPN/REF A IS BUPERSINST 1306.77C, MANUAL FOR THE ADMINISTRATION  
OF TRANSIENT PERSONNEL UNITS (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 (E.G.,  
HARDSHIP, OBESITY):
- (5) OTHER (INCLUDE MED HOLDS/LIMBUS):

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

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

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

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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 1306.77C  
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**TRANSIENT PERSONNEL UNIT INSPECTION GUIDELINES**

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

**SAMPLE FORMAT  
IMPOSITION OF RESTRICTION ORDERS**

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

LAST NAME                      FIRST                      MIDDLE                      RATE                      DoD ID

Subj: IMPOSITION OF RESTRICTION

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

1. You have been awarded (number of days) restriction by (CO or 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 and regulations while in a restricted status:

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

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

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

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

Subj: IMPOSITION OF 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 (NEX), etc., will be made for you by the duty MAA. You will proceed directly to and from the site of your appointment using a walking chit which shall be obtained from the duty MAA.

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

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

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

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

Subj: IMPOSITION OF RESTRICTION

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

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

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

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

(d) Prescription medication.

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

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

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

(c) Radios, recorded/digital music players, televisions, computers, cell phones or musical instruments (i.e., personal entertainment devices).

(d) Alcoholic beverages (including beer) or controlled substances.

(e) All jewelry not authorized by U.S. Navy Uniform Regulations.

h. Reveille will be held at (specify time) and taps will be held at (specify time). Quiet will be maintained after taps until reveille.

i. Smoking is prohibited in the berthing area.

Subj: IMPOSITION OF RESTRICTION

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 shall not enter nor be transported in a privately-owned vehicle without the express prior written permission of the duty MAA.

l. Only current medications, the prescription of which is reflected in the Service member's medical record or which has been prescribed by (local medical facility), will be authorized.

m. Personnel using the lounge must be properly dressed in a complete uniform. Restricted personnel may watch TV during the hours of (specify times), Monday through Friday. Hours for weekends and holidays will be upon completion of working and clean up assignments.

n. The restricted barracks windows 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, 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. Visitation may be terminated or denied at any time for reasonable cause.

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

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Subj: IMPOSITION OF RESTRICTION

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

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

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

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

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

**SAMPLE FORMAT**  
**IMPOSITION OF RESTRICTION IN LIEU OF ARREST ORDERS**

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

To: (Restrictree)

LAST NAME	FIRST	MIDDLE	RATE	DoD ID
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Subj: IMPOSITION OF RESTRICTION IN LIEU OF ARREST OR  
CONFINEMENT, PENDING DISPOSITION OF CHARGES

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

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

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

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

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

c. You are required to muster on all weekdays at (prescribe where, e.g., the foot of your assigned bunk, master-at-arms office (MAA), TPU quarterdeck) in a clean working uniform at the following times: (specify times). You are required to be in your bunk between taps and reveille and regular bunk checks shall be made between taps and reveille at unspecified times. Personnel missing muster or bunk checks shall 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 shall be properly made, maintained, stowed, secured, and tagged as required or appropriate.

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

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 (NEX), etc. will be made for you by the duty MAA. Such appointments will not be disapproved unless it is determined that they are being intentionally utilized to unreasonably interfere with the performance of your normally assigned duties. You will proceed directly to and from the site of your appointment using a walking chit which shall be obtained from the duty MAA.

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

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

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

(1) A minimum 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

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

military clothing must be stenciled or embroidered with proper names so that ownership can be determined. Personnel awaiting courts-martial must have a complete Service Dress Blue Uniform in good condition.

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

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

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

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

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

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

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

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

(c) Radios, recorded music players, televisions, computers, cellular phones, or musical instruments (i.e., personal entertainment devices).

(d) Alcoholic beverages (including beer) or controlled substances.

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

(e) All jewelry not authorized by U.S. Navy Uniform Regulations.

h. Reveille will be held at (specify time) and taps will be held at (specify time). Quiet will be maintained after taps until reveille.

i. Smoking is prohibited in the berthing area.

j. Gambling in any form is prohibited.

k. Operation of any government or privately-owned motor vehicle while in a restricted status without express prior authorization is prohibited. Additionally, restricted personnel shall not enter nor be transported in a privately-owned vehicle without the express prior written permission of the duty MAA.

l. Only current medications, the prescription of which is reflected in the Service member's medical record or which has been prescribed by (local medical facility), will be authorized.

m. Personnel using the lounge must be properly dressed in a complete uniform. Restricted personnel may watch television during the hours of (specify times), Monday through Friday. Hours for weekends and holidays will be upon completion of working and clean up assignments.

n. The restricted barracks windows 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, an exception may be made by the senior duty MAA on watch. Official visitors may be authorized as requested.

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

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

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

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

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

SIGNATURE \_\_\_\_\_ TIME AND DATE  
(CO imposing restriction. If signed by anyone else, it must be "By direction of the CO").

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

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

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

**SAMPLE FORMAT**  
**TRANSIENT PERSONNEL UNIT RULES OF CONDUCT**

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

8. Items from the lucky bag shall be laundered and returned within 24 hours of receipt of uniform issue.

9. Personnel shall have bunks made following current berthing regulations.

10. The following additional rules apply to restricted personnel:

a. Personnel shall not possess or consume alcoholic beverages.

b. The following areas are off limits:

(1) Navy Exchange (except as authorized);

(2) Navy commissary, clubs and messes;

(3) Recreational facilities unless authorized;

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

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

c. Personnel shall not be in a privately-owned vehicle.

d. Personnel shall not sit or lay in their bunk between reveille and taps.

e. Personnel shall not wear outer clothing while lying in their bunks.

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

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

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

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

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

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

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

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

PARENT ACTIVITY	TRANSIENT PERSONNEL UNIT	UIC
NAVSTA Norfolk	TPU Norfolk (Staff)	44383
	TPU Norfolk (Transient)	32002
NAS Jacksonville	TPU Jacksonville (Staff)	44389
	TPU Jacksonville (Transients)	31916
COMNAVREG SW	TPU San Diego	44386
	TPU San Diego Transient/Others	32005
COMNAVREG NW	TPU Puget Sound (Staff)	44390
	TPU Puget Sound (Transient)	32180
	TPU Det Everett (Transient)	39974
	TPU Det Whidbey Island (Transient)	43492
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

**TPU, TPD MAILING AND TELEPHONE LISTING**

Commanding Officer, TPU Great Lakes, Great Lakes, IL 60088-5132;  
Comm (847) 688-3322/3376/DSN 792.

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

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

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

Commanding Officer, TPU Puget Sound, Naval Submarine Base  
Bangor, 2019 Barb Street, Silverdale, WA 98315-2019;  
Comm (360) 396-1890/1891/DSN 744

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

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

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

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**REGION REPRESENTATIVES**

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

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

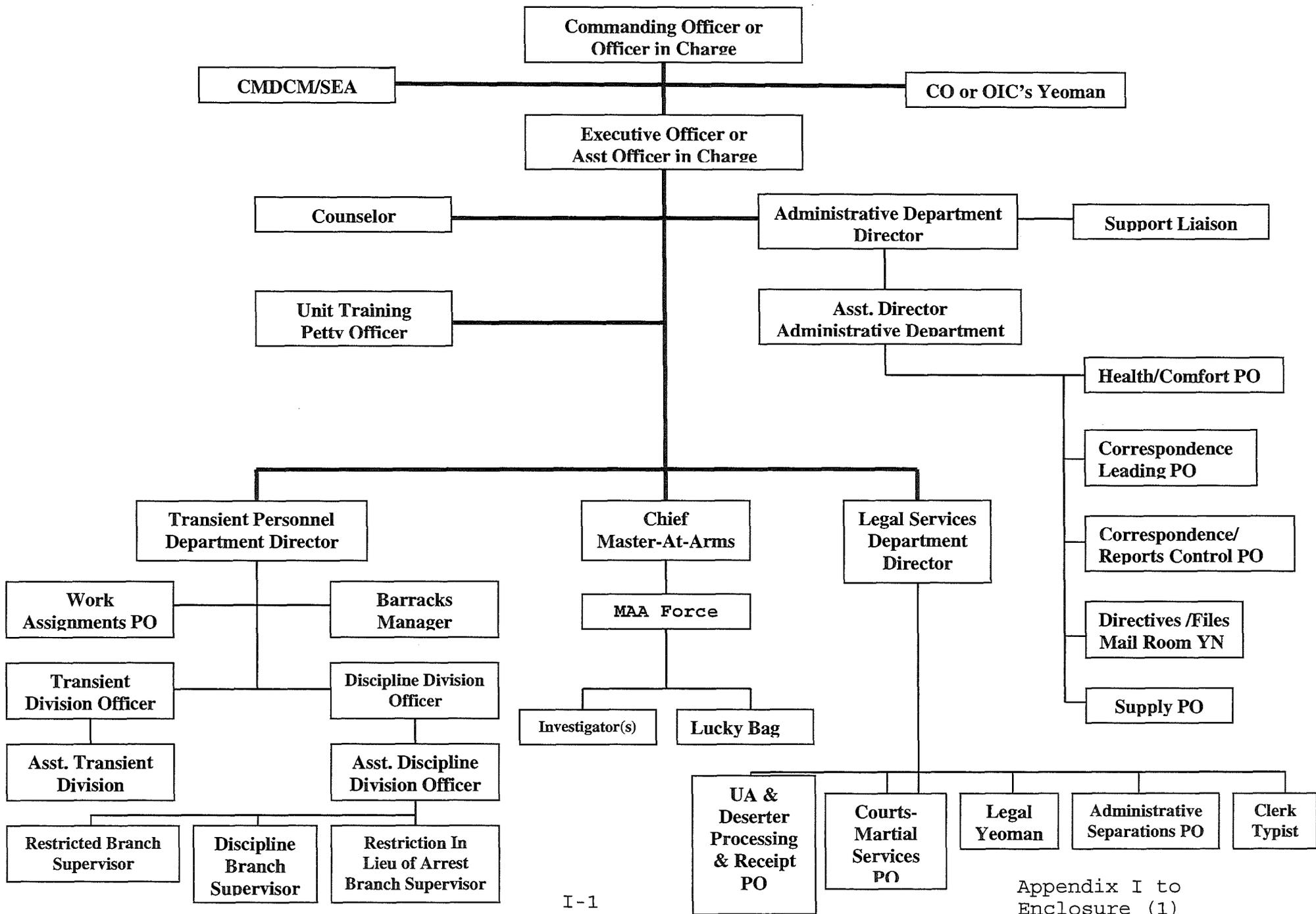
Commander, Naval Education and Training Command (Code 00JC)  
250 Dallas Street  
Naval Air Station  
Pensacola, FL 32508-5220  
Comm (867) 836-0180/DSN 836

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

SAMPLE SUGGESTED TPU BILLET AND ORGANIZATION CHART

BUPERSINST 1306.77E

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**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 illegal, prohibited 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.

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

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

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## 6. SEARCH AND SEIZURE

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

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

## 7. STANDARD FIRST AID

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

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

## 8. LEGAL ADMINISTRATION

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

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

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

d. Report Writing. Designed to teach MAAs how to properly fill out and use various forms of paperwork (i.e., report chits)

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

9. INVESTIGATIONS

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

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

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

10. CRISIS INTERVENTION

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

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

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

**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 and safety devices, exits, and potential escape routes in all dorms.

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

3. Desk Supervisor

a. Display a working knowledge of the status boards.

(1) Explain how totals are computed.

(2) Explain how each form is filled out.

(a) Daily count.

(b) Barracks muster line.

(c) Barracks status board.

- (d) Working party status board.
  - (e) Inspection list.
  - (f) Special liberty list.
  - (g) Report 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 and receipt form.
  - (o) Call sheet.
  - (p) Working party list.
- b. Display a working knowledge of the following:
- (1) Resident hard card file.
  - (2) Resident record file.
  - (3) Resident record and content.
  - (4) Daily paperwork file.
  - (5) Call folder.
  - (6) Resident medicine issue.
  - (7) Key locations and responsibilities.

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

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

4. Master-at-Arms (MAA)

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

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g. Demonstrate personal search techniques, cooperative and non-cooperative.

h. Demonstrate proper use of handcuffs and restraints.

i. Explain the purpose and use of holding cage.

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

5. Leading Petty Officer (LPO)

a. Explain the following:

(1) Restricted identification card issues.

(2) Temporary chow pass issues.

b. Explain screening and routing procedures for the following:

(1) Request chits.

(2) Report chits.

(3) All documents and forms applicable to disciplinary barracks.

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

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

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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)

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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-00D) and chain of command.

(4) Obtain additional assistance from tenant commands as required.

b. ISIC considerations

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

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

c. CNIC (N142) consideration: evaluate situation and report to NAVPERSCOM (PERS-00D) with status, trends, and resources required.

d. NAVPERSCOM (PERS-00D) actions

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

(2) NAVPERSCOM (PERS-00D) shall coordinate within NAVPERSCOM, Career Management Department (PERS-4), to expedite processing of all transient personnel.

2. When established surge capacity is reached

a. Command level considerations

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

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

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

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

c. CNIC (N142) considerations

(1) Evaluate situation and report to NAVPERSCOM (PERS-00D).

(2) Provide additional administrative support and MAA assistance.

(3) Send Personnel Administrative Assist Team if appropriate.

d. NAVPERSCOM (PERS-00D) actions

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

(2) Coordinate and provide administrative assistance.

e. Inspector General considerations: If warranted, an Inspector General team visit.

(1) Move transients to other activities not at capacity.

(2) Expedite sending missing records to activities.

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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.