

TABLE OF CONTENTS

STATEMENT OF PURPOSE	2
DEFINITIONS	3
TPU MISSION STATEMENT	4
TPU ORGANIZATION CHART	5
TPU IMPORTANT TELEPHONE NUMBERS	6
DISCIPLINARY CASE INDEX	7-41
TRANSIENT CASE INDEX	42-52
CUSTOMER USER'S MANUAL SUGGESTION FORM	53

STATEMENT OF PURPOSE

Navy Region Southwest Transient Personnel Unit (TPU) San Diego, **governed by BUPERSINST 1306.77A**, is dedicated to providing outstanding customer service to the operating units and Sailors of the Pacific Fleet. TPU does not function as a holding facility for personnel assigned to local shore commands, or personnel in a disciplinary status.

This user's handbook is designed to clearly define to our customers the circumstances under which service members assigned to deployable units may be transferred to TPU San Diego for Temporary Additional Duty (TAD) or Temporary Duty (TEM DU). This handbook is intended to supplement and clarify governing Department of the Navy (DON) regulations/instructions. We have cited applicable references throughout the text and highly recommend that our customers ultimately rely on the source document for procedural guidance.

This handbook is divided into two chapters: disciplinary cases and transient cases. For each type of case, we have described the circumstances/criteria, which must be met before TPU may accept a member for processing or for courtesy hold. ***It is most beneficial for the parent command to liaise with the TPU's Executive Officer prior to transferring a member for disciplinary processing.*** A telephone call or email is preferred, so that our staff is fully prepared to handle the case, but a naval message/email is also effective. We also set forth documentation required from the parent command prior to TPU accepting members on board.

TPU welcomes comments and suggestions on how we can better serve you and improve this handbook. Please use the suggestion form provided at the back of this handbook and mail or fax it to the number listed.

THANK YOU FOR USING THIS TOOL AND PROVIDING FEEDBACK ON HOW TPU CAN SERVE YOU BETTER!

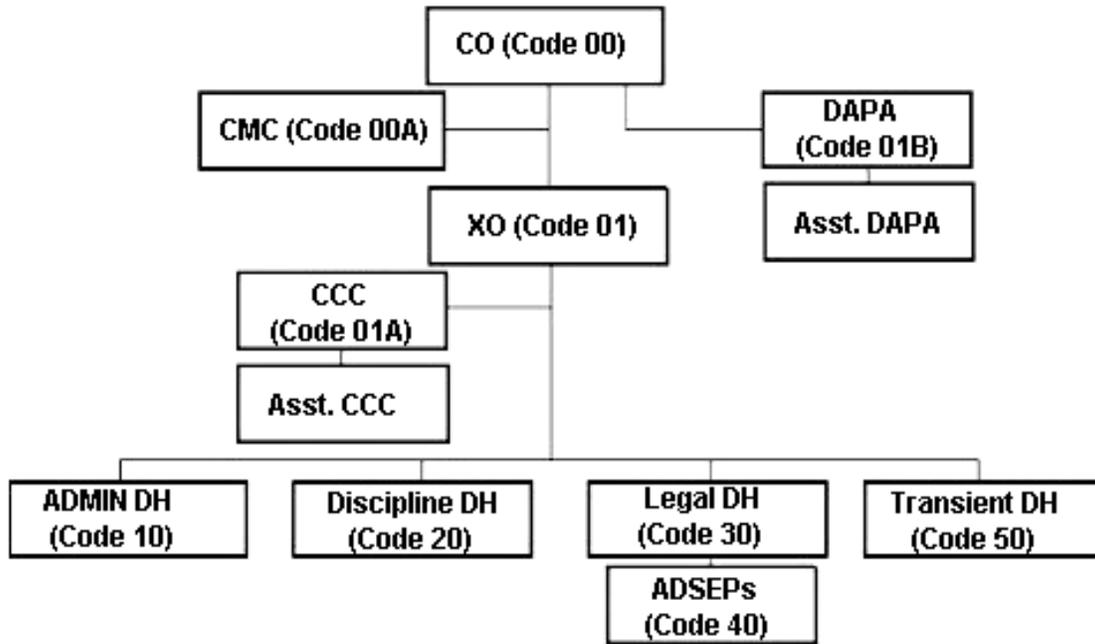
DEFINITIONS

1. Special handling instructions: Please provide TPU all of the following information when transferring a service member to TPU (this list is not comprehensive):
 - a. Restriction status.
 - b. Propensity for misconduct, violence or unauthorized absence.
 - c. Personality Disorder, and ramifications of the diagnosis, such as rejection of authority, problems living with/working in large groups of people, etc.
 - d. Suicidal/homicidal ideations.
 - e. Domestic violence.
 - f. Gang involvement.
 - g. Homosexuality.
 - h. Restraining orders (military or civilian).
 - i. Medical or legal appointments which must be made (including dates).
 - j. Drug/alcohol treatment quotas arranged.
2. Temporary Additional Duty (TAD): A short-term assignment (i.e., less than 30 days, no more than 180 days) to TPU upon special agreement from TPU's CO/XO. The responsibility for the case remains with the parent command.
3. Temporary Duty (TEM DU): A permanent transfer by the authority of BUPERS, Naval Hospital or, upon mutual agreement between parent command and CO, TPU. TPU assumes full control over the case. TEMDU transfer constitutes a permanent loss to the parent command so a replacement may be requested.

TPU MISSION STATEMENT

To support Fleet Transient Personnel by providing the most efficient, expeditious, and professional transition possible for future excellence in the Navy and civilian society. TPU will process Transient Personnel who serve on fleet units, overseas commands and disenrolled students.

NAVY REGION SOUTHWEST TRANSIENT PERSONNEL UNIT
STAFF ORGANIZATION



TPU IMPORTANT PHONE NUMBERS
DSN: 526 / COMM: 619

CO/XO	556-3165
CO/XO/Admin FAX	556-3164
TPU Officer of the Day/CDO	556-4829/ 566-3169
Quarterdeck FAX	556-0226
Command Master Chief	556-3227
Administrative Department Head	556-2024
Legal Department Head	556-2788
Legal Department LCPO	556-0237
Legal Department FAX	556-6755
Transient Department Head	556-9579
Transient Department LCPO	556-9533
Transient Department FAX	556-7331
Discipline Department Head	556-6609
Discipline Department LCPO	556-3176
Command DAPA	556-2831

DISCIPLINARY CASE INDEX

ADMINISTRATIVE SEPARATIONS	8-10
➤ ADMINISTRATIVE BOARD DOCUMENTATION REQUIREMENTS	11
➤ ADSEPS CHECKLIST FOR DEPLOYING COMMANDS	12-16
BRIG RELEASES	17-18
CIVIL ACTION PENDING	19-20
CONVENIENCE OF THE PARENT COMMAND	21-22
PENDING A COURT-MARTIAL	23-24
➤ COURT-MARTIAL CHECKLIST FOR DEPLOYING COMMANDS	25-27
➤ SUBSTITUTE CONVENING AUTHORITY REQUEST FOR SPECIAL COURTS-MARTIAL CASES	28
INVESTIGATION PENDING (NCIS/CIVIL AUTHORITY)	29
RESTRICTED PERSONNEL	30
SAFETY OF MEMBERS/SECURITY OF COMMAND	31
UNAUTHORIZED ABSENCE (UA)/NAVAL ABSENTEE COLLECTION INFORMATION CENTER (NACIC)/ CIVIL AUTHORITY TURNOVER	32
SAMPLE LETTERS TO ASSIST WITH ADMINISTRATIVE SEPARATIONS	33
➤ TRANSMITTAL LETTER - SPCMA IS REQUESTING GCMA FOR DISCHARGE W/OTH (ADSEP RECOMMENDATION W/NO BOARD)	34-35
➤ SPCMA AUTHORIZES DISCHARGE FOR HONORABLE/GENERAL (LOCAL SEPARATION AUTHORITY LETTER)	36-37
➤ GCMA'S AUTHORITY TO DISCHARGE	38
➤ TRANSMITTAL MESSAGE WHILE AT SEA - SPCMA IS REQUESTING GCMA FOR DISCHARGE W/OTH	39-40
➤ LEAVE REQUEST/AUTHORIZATION FOR ADMINISTRATIVE LEAVE	41

ADMINISTRATIVE SEPARATIONS CASES

Circumstances: The Commanding Officer has determined that a service member should be processed for administrative separation in accordance with MILPERSMAN Section 1910.

1. If parent command is deployed or on extended operations in excess of 60 days:

a. Pre-coordinate between Parent Command and XO, TPU via Naval Message, INMARSAT call, or Email.

b. If Parent Command has completed ADSEP processing, encourage administrative leave **per MPM 1050-120**. If member declines, parent command **must** provide:

(1) Copy of Letter of Transmittal with enclosures or ADSEP message.

(2) All supporting documentation and records, including DAPA/PRT records (if applicable).

(3) TEMDU transfer upon concurrence with CO, TPU.

(4) All of member's personal effects.

(5) Transfer performance evaluation.

(6) Completed separation physical and TAP class.

(7) Special handling instructions (see "Definitions").

c. If TPU is to complete ADSEP processing, parent command must provide:

(1) All supporting documentation necessary to present member's case at an Administrative Separation Board (see "Administrative Board Documentation Requirements Checklist" in this section).

(2) All NJP packages including:

(3) Incident Complaint Reports (ICRs).

(4) Witness statements.

(5) Chain of Command input.

- (6) Service, Medical/Dental, DAPA, PRT records.
 - (7) TEMDU transfer upon concurrence of CO, TPU.
 - (8) All of member's personal effects.
 - (9) Transfer Performance Evaluation.
 - (10) Special handling instructions (see "Definitions").
- d. For Civilian convictions also include:
- (1) Court documents.
 - (2) Police reports/Point of Contact.

2. **If parent command is not deployed or not on extended operations.** TPU will not normally accept these cases, but if mutually agreed upon, will accept cases on a TAD basis with the following stipulations:

- a. Pre-coordinate between Parent Command and TPU XO via phone call.
- b. Parent Command must agree to complete all ADSEP processing, including physicals and TAP class.
- c. In Personality Disorder cases, such diagnoses must state **"member presents a risk of harm to self or others if returned to shipboard duty"**. If this wording/intent is absent, member should be retained by parent command for processing.
- d. Once discharge authority is received, member will return to parent command for final discharge.
- e. Parent Command **must** provide:
 - (1) TAD orders.
 - (2) Copy of Personality Disorder diagnosis (if applicable).
 - (3) Personal effects for duration of TAD only.
 - (4) Special handling instructions (see "Definitions").

NOTE: If member is TAD to TPU and parent command returns to homeport before discharge authority is received, member will be returned to parent command for final disposition.

ADMINISTRATIVE BOARD DOCUMENTATION REQUIREMENTS CHECKLIST

1. TPU requires all documents listed below (if applicable to the case) if TPU is to conduct an Administrative Separation Board:

- a. Service Record.
- b. NJP packages include:
 - (1) witness/victim statements.
 - (2) Incident Complaint Report.
 - (3) chain of command character statements.
 - (4) counseling records, etc.
- c. Case-specific documentation as set forth throughout this handbook, e.g., alcohol/drug related-include DAPA file documentation of dependency/non-dependency determination, copy of drug lab message, urinalysis coordinator's log entry, etc.
- d. Court-martial documentation:
 - (1) Convening Authority's Action.
 - (2) Court-Martial Order.
- e. Civil conviction documentation (abstract of the court, copy of police report).
- f. Transfer evaluation.

ADMINISTRATIVE SEPARATIONS CHECKLIST FOR DEPLOYING COMMANDS

CASE NAME: _____

CHARGES: _____

<u>DATE</u>	<u>INITIALS</u>	
_____	_____	1. TEMDU Orders with BUPERS authorization to TPU (MPM 1910-206)
_____	_____	2. Evidence for Categories of Separation (Review with TPU personnel):
_____	_____	a. Pattern of Misconduct:
_____	_____	(1) Proper NJP entries made (Pages 4, 7, and 13 as appropriate).
_____	_____	(a) Date of offense listed on each specification.
_____	_____	(b) Offenses correctly listed if larceny or receiving stolen property, the value is specified. If drugs, the type of drug and type of urinalysis.
_____	_____	(c) Punishment recorded in service record.
_____	_____	(2) NJP package(s) forwarded with records to TPU.
_____	_____	(3) Results of any NJP appeal forwarded or recorded in the service record .
_____	_____	(4) Booker Rights forwarded per JAGMAN 0109.
		For Ships: Appx A-1-b (1)
		For Shore: Appx A-1-c (1) or
		Appx A-1-d (1)

DATE

INITIALS

- | | | |
|-------|-------|--|
| _____ | _____ | (b) Record of trial forwarded. |
| _____ | _____ | (c) OEGCMJ SJA review recorded
in service record. |
| _____ | _____ | (3) If SPCM or GCM: |
| _____ | _____ | (a) BCD/DD authorized for
offense. |
| _____ | _____ | (b) Proper service record
entries made (Pages
4, 7, and 13 as appropriate) |
| _____ | _____ | (c) CA's action/court-martial
order present. |
| _____ | _____ | (d) Record of trial forwarded. |
| _____ | _____ | (e) Non-BCD SPCM OEGCMJ SJA
review. |
| _____ | _____ | (4) If Civil Conviction: |
| _____ | _____ | (a) BCD/DD authorized for
offense. |
| _____ | _____ | (b) Proper service record
entries made (Pages
4, 7, and 13 as appropriate) |
| _____ | _____ | (c) CA's action/court-martial
order present. |
| _____ | _____ | (d) Record of trial forwarded. |
| _____ | _____ | (e) Non-BCD SPCM OEGCMJ SJA
review. |
| _____ | _____ | (f) Proper service record
entries made (Page-13). |
| _____ | _____ | (g) Copies of court documents
forwarded. |

DATE

INITIALS

- | | | |
|-------|-------|---|
| _____ | _____ | (h) Copies of police report forwarded. |
| _____ | _____ | (5) Misconduct due to drug abuse: |
| _____ | _____ | (a) Evidence of conviction (NJP/CM Civilian) forwarded. |
| _____ | _____ | (b) Urinalysis documents forwarded, including chain of custody and log documents. |
| _____ | _____ | (c) Medical Officer evaluation of drug dependency. |
| _____ | _____ | c. Drug/Alcohol Rehabilitation Failure: |
| _____ | _____ | (1) Physician screening forwarded. |
| _____ | _____ | (2) DAPA paperwork forwarded. |
| _____ | _____ | (3) Proof of failure. |
| _____ | _____ | d. Obesity: |
| _____ | _____ | (1) Proper medical entries and record forwarded. |
| _____ | _____ | (2) Page-13 counseling forwarded. |
| _____ | _____ | (3) PRT record forwarded. |
| _____ | _____ | e. Personality Disorder: |
| _____ | _____ | (1) Medical record forwarded. |
| _____ | _____ | (2) Proper psychiatric evaluation done and forwarded. |
| _____ | _____ | (3) If not self-destructive or a continuing danger to self and others, then must have Page-13 counseling. |

DATE

INITIALS

3. Transfer evaluation present
(BUPERINST 1610.10)

4. Sworn statement from chain of
command (at least LPO/DIV OFF) on
member's potential for service.

BRIG RELEASES

CIRCUMSTANCES: Service Member has been released either after pretrial confinement, upon approval of an OTH in lieu of trial by court martial, or after serving an adjudged sentence.

1. TPU WILL ACCEPT THESE CASES IF:

a. Magistrate has released member from Pre-Trial Confinement and parent command is not in port for any reason (deployed, extended operations or local operations).

b. Member adjudged a Bad Conduct Discharge (BCD).

c. Member has served 31 days or more adjudged confinement, regardless of whether BCD was adjudged (see MILPERSMAN 185-300)
NOTE: Non-BCD cases with less than 31 days adjudged confinement will be returned to parent command.

d. OTH in lieu of court-martial has been authorized by the convening authority and parent command is not locally available to receive member.

ACCEPTANCE OF MEMBERS UNDER THE ABOVE CIRCUMSTANCES IS AUTOMATIC; NO PRIOR ARRANGEMENTS NECESSARY BETWEEN PARENT COMMAND AND TPU.

IF MAGISTRATE HAS RELEASED MEMBER FROM PRE-TRIAL CONFINEMENT, NO ORDERS ARE NECESSARY. TPU WILL GAIN MEMBER TAD AND RETURN TO PARENT COMMAND UPON RETURN TO HOMEPORT.

2. IF MEMBER HAS BEEN ADJUDGED A BAD CONDUCT DISCHARGE (BCD)

a. Parent command must provide to the Brig:

(1) TEMDU orders to NAVCONBRIG Miramar for further Transfer (FFT) to TPU San Diego.

(2) All personal effects.

(3) Service, medical, and dental records.

3. IF MEMBER SERVES 31 DAYS OR MORE OF ADJUDGED CONFINEMENT (NO BCD ADJUDGED).

a. Parent command must provide to the Brig:

(1) TEMDU order to NAVCONBRIG Miramar for further disposition (e.g., ADSEP processing, discharge, further transfer (FFT) to TPU San Diego, etc.

(2) All personal effects.

(3) Service, medical and dental records including DAPA/PRT record (if applicable).

(4) All supporting documentation necessary to present member's case at an Administrative Separation Board (e.g., all NJP packages including Incident Complaint Reports (ICRs) witness statements, chain of command input, etc.).

(5) Transfer performance evaluation.

OTH IN LIEU OF COURT-MARTIAL CASES WILL NORMALLY BE RETURNED TO PARENT COMMAND UPON RETURN TO PORT FOR FINAL DISPOSITION.

CIVIL ACTION PENDING

CIRCUMSTANCES: Service member is facing civil charges and may be confined pending court hearing.

TPU WILL ACCEPT THESE CASES IF PARENT COMMAND IS DEPLOYED OR ON EXTENDED OPERATIONS (EXPLANATION: TPU WILL ACCEPT A SERVICE MEMBER IF SHORE PATROL DROPS HIM/HER OFF AFTER COURT/CONFINEMENT AND PARENT COMMAND IS AWAY FROM HOMEPORT OR DEPLOYED)

1. IF PARENT COMMAND IS ON LOCAL OPERATIONS, PLEASE REFER TO "CONVENIENCE OF COMMAND" SECTION.

a. If member is confined by civil authorities, parent command must provide:

(1) Funded TAD orders (funded for return to the parent command in case member is acquitted).

(2) Copy of court document/police reports (if in parent command's possession), also include all NJP packages including Incident Complaint Reports (ICRs) witness statements, chain of command input, etc.

(3) Service, medical and dental records, and DAPA/PRT.

(4) Copy of all current military charges (if any).

(5) Parent command contact member (re: disposition of personal effects).

(6) Copy of entire disciplinary history.

(7) "Special Handling" Instructions (see "Definitions").

(8) Transfer performance evaluation (upon conviction).

NOTE: If member is convicted, TPU will advise parent command of the conviction and gain member TEMDU so command can request a relief. TPU will complete separation processing.

b. If member is not confined by civil authorities, parent command must provide:

(1) Funded TAD orders (funded for return to the parent command in case member is acquitted).

(2) Copy of court documents/police reports (if in parent command's possession), also include all NJP packages including Incident Complaint Reports (ICRs), witness statements, chain of command input, etc.

(3) Service, medical and dental records, and DAPA/PRT records (if applicable).

(4) Full seabag.

(5) Copy of all current military charges (if any).

(6) Copy of entire disciplinary history.

(7) "Special Handling" Instructions (see "definitions").

(8) Transfer performance evaluations (upon conviction).

Note: If member is convicted, TPU will gain member TEMDU so command can request a relief. TPU will complete separation processing.

CONVENIENCE OF THE PARENT COMMAND

CIRCUMSTANCES: Parent command desires to leave a service member who is in a disciplinary status ashore in order to accomplish one-time official business (e.g., lawyer appointment, civil or military court date, TAP, medical appointment, NCIS investigation).

PARENT COMMAND SHOULD NORMALLY SEND MEMBERS WHO ARE NOT IN A DISCIPLINARY STATUS TAD TO THE ISIC OR NAVAL STATION (with approval of NAVSTA XO ext.6-2400)

1. TPU will accept these cases if:
 - a. Member is in a disciplinary status.
 - b. Parent command is going on deployment or on local operations.
2. To arrange for acceptance by TPU: Pre-coordinate between Parent Command and XO, TPU via phone call, naval message, or email.
3. General requirements:
 - a. Parent command must provide:
 - (1) No-cost TAD orders.
 - (2) Seabag/personal effects.
 - (3) Appointment date and point of contact.
 - (4) "Special Handling" Instructions (see "Definitions").
4. Special requirements:
 - a. Lawyers appointment:
 - (1) Provide service record (if available).
 - (2) Name of counsel (civilian and military).
 - b. Medical Appointment: Provide medical record.
 - c. Court Date: Parent command should advise XO, TPU of appointment and court appearance dates.

5. Substance Abuse Treatment:

- a. Provide all records.
- b. Level III package per OPNAVINST 5350.4C
- c. Command Point of contact to attend "transition ceremony" (upon successful completion of treatment).
- d. Accounting data for member's return to parent command if applicable).
- e. TAD orders to Alcohol Rehabilitation Center (ARC) Point Loma, with intermediate duty at TPU San Diego. If returning to parent command or waiting ARC bed date, TEMDU transfer to TPU awaiting "For Further Transfer" to ARC. If member will be discharged upon completion of rehabilitation, local discharge must be authorized by CO with Special Court-Martial Convening Authority or GCM Convening Authority prior to obtaining a treatment quota.

NOTE: If no delay in ARC bed date, TEMDU transfer member directly to ARC Point Loma. Remember, local discharge must be authorized by CO with Special Court-Martial Convening Authority or GCM Convening Authority prior to obtaining a treatment quota.

6. Transition Assistance Program (TAP). Provide a copy of quota for TAP class. If assistance is required from TPU to schedule TAP class, note assistance on service member's TAD or TEMDU orders.

PENDING A COURT-MARTIAL

1. TPU will accept these cases if: Parent command is deploying or on extended operations.
2. To arrange for acceptance by TPU: Pre-coordinate between parent Command and XO, TPU via naval message, email or phone call.
3. If parent command is the convening authority, command must provide:
 - a. Funded TAD orders (funded for return to the parent command in case member is acquitted).
 - b. Service, medical and dental records, and DAPA/PRT records (if applicable).
 - c. Full seabag and sufficient personal effects for duration of TAD.
 - d. Copy of entire disciplinary history in case an Administrative Board must be convened.
 - e. Copy of charge sheet and command court-martial filled.
 - f. "Special Handling" Instructions (see "Definitions").

IF MEMBER IS CONVICTED, TPU WILL ADVISE PARENT COMMAND OF THE CONVICTION AND REQUEST GUIDANCE FOR FUTHER DISPOSITION.

4. If TPU is convening authority, command must provide:
 - a. TEMDU orders.
 - b. Copy of all current military charges.
 - c. Copy of all documents pertaining to the charge, including Incident Complaint Reports (for drug charges), chain of command input, etc.
 - d. Names and availability of witnesses.
 - e. Service, medical and dental records and DAPA/PRT records (if applicable).

f. Full seabag and personal effects. *Note: If member has significant household goods, member may have to arrange for temporary storage.*

g. Copy of entire disciplinary history in case an Administrative Board must be convened.

h. "Special Handling" Instructions (see "Definitions").

i. Transfer performance evaluation.

COURT-MARTIAL CHECKLIST FOR DEPLOYING COMMANDS

.....
CASE NAME:

CHARGES:
.....

DATE

INITIALS

- | | | |
|-------|-------|--|
| _____ | _____ | 1. TAD orders present in service record |
| _____ | _____ | 2. Service record delivered to TPU. |
| _____ | _____ | 3. UA Cases: |
| _____ | _____ | a. Page 6 properly completed,
including inception and
termination dates, signed |
| _____ | _____ | b. Deserter message in service record
(MPM 1600-060) |
| _____ | _____ | c. If service record not present,
request record from command. |
| _____ | _____ | d. If member UA at time of deployment,
leave service record with ISIC for
TPU process (coordinate with TPU and
ISIC). |
| _____ | _____ | 4. Evidence forwarded to support charges
charges (reports, statements, documents,
etc). |
| _____ | _____ | 5. List of witnesses and their location
location (including address and phone
numbers). |
| _____ | _____ | 6. Current/Special transfer evaluation in
service record. |
| _____ | _____ | 7. Point of contact until unit deploys
(name and phone numbers). |

COURT-MARTIAL CHECKLIST FOR DEPLOYING COMMANDS (CONTINUED)



DATE INITIALS

- | | | |
|-------|-------|---|
| _____ | _____ | 8. Urinalysis cases should be taken to NJP prior to deployment: |
| _____ | _____ | a. Message requesting lab documents. |
| _____ | _____ | b. Chain of custody and log documents documents forwarded. |
| _____ | _____ | c. Arrangements made for witnesses to remain in San Diego to testify (if NJP incomplete). |
| _____ | _____ | 9. Sentencing evidence: |
| _____ | _____ | a. If prior NJP: |
| | | (1) Proper NJP service record entries (include date of offense). |
| _____ | _____ | (2) Booker Rights forwarded per JAGMAN 0109. |
| | | For Ships: Appx A-1-b (1) |
| | | For Shore: Appx A-1-c (1) or Appx A-1-d (1) |
| _____ | _____ | (3) If applicable, NJP appeal disposition is recorded in service record |
| _____ | _____ | (4) NJP package forwarded. |
| _____ | _____ | b. If prior SCM: |
| _____ | _____ | (1) Proper service record entries made. |
| _____ | _____ | (2) OEGCMJ SJA review present. |
| _____ | _____ | (3) Non-BCD SPCM OEGCMJ SJA review included. |
| _____ | _____ | (4) Record of trial forwarded |

COURT-MARTIAL CHECKLIST FOR DEPLOYING COMMANDS (CONTINUED)

DATE

INITIALS

10. For cases tried prior to deployment, request substitute convening authority in writing (CNSPINST 5800.1F, Sec. 203.4b).

11. For cases referred, but not tried prior to deployment:

a. If charges are withdrawn and dismissed without prejudice, withdrawal letter present, signed by CO.

b. TAD orders for accused.

12. Medical and Dental records forwarded.

13. Personal effects left behind (including uniforms).

SUBSTITUTE CONVENING AUTHORITY REQUEST FOR SPECIAL
COURT-MARTIAL CASES

MESSAGE FORMAT

FROM: USS *

TO: COMNAVSURFPAC SAN DIEGO CA//N00J//

INFO: NAVLEGSVCOFF SAN DIEGO CA//03//

ISIC *

TRANSITPERSU SAN DIEGO CA//00/01/30//

UNCLAS //NO5814//

MSGID/GENADMIN/*//

SUBJ/SPCM ICO [RATE, NAME AND SSN OF ACCUSED]

REF/A/DOC/MCM/1984//

AMPN/REF A IS PROCEDURES FOR SUBSTITUTE CONVENING AUTHORITY'S
(CA) ACTION BY OEGCMJ, RCM 1107.//

RMKS/1. REF A PROVIDES PROCEDURES FOR SUBSTITUTE CA'S ACTION BY
AN OFFICER EXERCISING GENERAL COURT-MARTIAL JURISDICTION
(OEGCMJ) WHEN IT IS IMPRACTICABLE FOR CA TO ACT ON RECORD OF
TRIAL (ROT).

2. IN VIEW OF IMPENDING [DEPLOYMENT/OPSKED], IT IS IMPRACTICABLE
FOR CA TO ACT ON ROT IN SUBJ CASE. IAW REF A, REQ SURFPAC ACT AS
SUBSTITUTE CA.

3. CLEMENCY [HAS/HAS/NOT] BEEN REQUESTED. CLEMENCY [IS /IS NOT]
RECOMMENDED. **{NOTE: If clemency is recommended, include
specific recommendation (s), e.g., suspend confinement, suspend
forfeitures, etc.}**

4. THIS MSG WILL BE FILED IN ROT REQUIRED LTR OF TRANSMITTAL.

5. COMMANDING OFFICER SENDS.//

INVESTIGATION PENDING (NCIS/CIVIL AUTHORITY)

Circumstances: The service member is undergoing investigation by Naval Criminal Investigative Service (NCIS) or other law enforcement agency. The service member must be present to complete the investigation.

1. TPU will accept these cases TAD if:

- a. Parent command is deploying/deployed.
- b. Parent command is on extended operations.

2. To Arrange for Acceptance by TPU: Pre-coordinate between Parent Command and XO, TPU, via phone call, naval message or email.

3. If parent command is deploying/deployed or on extended operations, command must provide:

- a. Funded TAD orders (for return to Parent Command if appropriate after investigation is complete).
- b. Sufficient personal effects for duration of TAD.
- c. Service, medical, and dental records (stop split pay); DAPA records, if applicable.
- d. Any previous disciplinary packages with supporting documentation.
- e. Copy of preliminary investigation (if available).

RESTRICTED PERSONNEL

Circumstances: The service member has been awarded restriction at Parent Command's NJP. Per BUPERSINST 1306.77, TPU does not normally carry out restriction on behalf of the Parent Command, except in cases concerning the safety and security of the individual or the unit.

1. **TPU will accept these cases on a case-by case basis only:**
 - a. Pre-coordinate between Parent Command and XO, TPU.
 - b. Parent Command must provide:
 - (1) Restriction order.
 - (2) Most recent report chit.
 - (3) Memo from Parent Command authorizing restriction.
 - (4) Full seabag.
 - (5) If restriction is more than 10 days, service records are required.
 - (6) DAPA records, if applicable.
 - (7) Special handling instructions (See Definitions.).

SAFETY OF SERVICE MEMBER/SECURITY OF COMMAND

Circumstances: The service member's Commanding Officer deems that the service member should be temporarily removed from the Parent Command either: To ensure the safety of the service member (i.e., service member has given testimony regarding misconduct of other crewmembers and is at imminent risk of danger or service member's misconduct is extremely likely to provoke reprisal from other crewmembers), or the service member poses a threat to the safety and security of the other crewmembers, him/herself, or the Command.

1. TPU may accept these cases on a case-by-case basis, and only if:

- a. Parent Command XO contacts TPU XO for acceptance/reservation.
- b. Parent Command agrees to complete administrative processing, as required.
- c. For other requirements, please refer to the specific type of case covered in this handbook.
- d. Parent Command must provide:
 - (1) TAD orders.
 - (2) Full seabag.
 - (3) If TAD is more than 10 days, stop split pay.
 - (4) Special handling instructions (See *Definitions.*).

**UNAUTHORIZED ABSENCE (UA)/NAVAL ABSENTEE COLLECTION INFORMATION
CENTER (NACIC)/CIVIL AUTHORITY TURNOVER**

Circumstances: The service member is in the custody of NACIC or civilian law enforcement authorities and is ready to be returned to military control via message. TPU policy is to place service members in pre-trial confinement at Naval Consolidated Brig, Miramar, if apprehended.

1. TPU will accept these cases if:

a. The service member has been an unauthorized absentee for 180 days or more. (TPU will automatically gain TEMDU).

b. The service member is UA from parent command for less than 180 days and the parent command is out on Local OPS of deployed. (TPU will hold member TAD and liaise with parent command regarding proper disposition of member).

c. Parent Command must provide:

(1) TEMDU orders upon concurrence of CO, TPU.

(2) All personal effects (if UA less than six months, these will still be on board; if UA has exceeded six months, records and personal effects should have been forwarded to NACIC and FISC, per MILPERSMAN 1910-040.

(3) Service, medical and dental records; DAPA records, if applicable (again, if UA is less than six months, these will still be on board; if UA has exceeded six months, records and personal effects should have been forwarded to NACIC and FISC, per MILPERSMAN 1910-040.

(4) Transfer performance evaluation.

(5) Copy of all documents pertaining to any known charges (if in Parent Command's possession), including ICRs, witness statements, chain of custody documents (for drug charges), chain of command input, etc.

(6) Any previous disciplinary packages with supporting documentation, in case an administrative board must be convened.

**SAMPLE LETTERS TO ASSIST WITH
ADMINISTRATIVE SEPARATIONS**

**TRANSMITTAL LETTER -
SPCMA IS REQUESTING GCMA FOR DISCHARGE W/OTH
(ADSEP RECOMMENDATION W/NO BOARD)**

1910
Serial
Date

From: Commanding Officer,
To: Appropriate General Court-Martial Convening Authority

Subj: RECOMMENDATION FOR ADMINISTRATIVE SEPARATION ICO
BMSN I. M. TROUBLE, USN, 123-45-6789

Ref: (a) MILPERSMAN 1910-(appropriate section)

Encl: (1) Administrative Separation Processing Notice -
Administrative Board Procedure of (date)
(2) Copy of NJP Results/SCM Results/Other Pertinent
Information

1. Enclosures (1) through (2) are forwarded per reference (a).

a. Reason for processing: Misconduct due to commission of a serious offense as evidenced by Commanding Officer's Non-Judicial Punishment held on (date) for Violation of the UCMJ, Article 86 (two specifications); misconduct due to pattern of misconduct as evidenced by Commanding Officer's Non-Judicial Punishment held on (date) for Violation of the UCMJ, Article 92 (one specification); and misconduct due to drug abuse as evidenced by a Commanding Officer's Non-Judicial Punishment of (date) for Violation of the UCMJ, Article 112a (ensure you have the chain of custody documentation listed as an enclosure).

b. Basic record data: Date of current enlistment: (date); EAOS/EOS: (date); marital status: (single/married) with number of dependents; months on board: (years, months, days); total active service: (years, months, days); total inactive service: (years, months, days).

c. Involvement with civilian convictions: None (list dates and conviction information, if applicable)

Subj: RECOMMENDATION FOR ADMINISTRATIVE SEPARATION ICO
BMSN I. M. TROUBLE, USN, 123-45-6789

d. Summary of Military Offenses:

(1) (date) - Commanding Officer's Non-Judicial Punishment for violation of the UCMJ, Article 107 - Made a false official statement. Awarded: Forfeitures of \$607.00 pay per month for two months (1 month suspended for six months), and 60 days restriction (30 days suspended for six months).

(2) (list others, if applicable)

e. Findings of the Administrative Board: No board.

f. Recommendations of Administrative Board: No board.

g. Type of discharge recommended by Administrative Board:
No board.

h. Psychiatric or medical evaluation as required: None.

i. Most recent NAVPERS 1070/613 warning: None. (date of Page-13 warning if applicable).

j. Comments and recommendations of the Commanding Officer: BMSN Trouble's blatant disregard of Navy rules and regulations have been extremely detrimental to the good order and discipline of this command and the Navy (other comments from the Commanding Officer should be written). I most **strongly recommend** he/she be separated from the naval service with an Other Than Honorable discharge.

2. Point of contact for discussion of this case is (name/telephone number/e-mail).

I. B. COMMANDING

**SPCMA AUTHORIZES DISCHARGE FOR HONORABLE / GENERAL
(LOCAL SEPARATION AUTHORITY LETTER)**

1910
Serial
Date

From: Commanding Officer,
To: Commander, Navy Personnel Command (PERS-832)

Subj: RECOMMENDATION FOR ADMINISTRATIVE SEPARATION ICO
BMSN I. M. TROUBLE, USN, 123-45-6789

Ref: (a) MILPERSMAN 1910-(appropriate section)

Encl: (1) Administrative Separation Processing Notice -
Administrative Board Procedure of (date)
(2) Other pertinent documentation

1. Enclosures (1) through (2) are forwarded per reference (a).

a. Reason for processing: Misconduct due to commission of a serious offense as evidenced by Commanding Officer's Non-Judicial Punishment held on (date) for Violation of the UCMJ, Article 86 (two specifications); misconduct due to pattern of misconduct as evidenced by Commanding Officer's Non-Judicial Punishment held on (date) for Violation of the UCMJ, Article 92 (one specification); and misconduct due to drug abuse as evidenced by a Commanding Officer's Non-Judicial Punishment of (date) for Violation of the UCMJ, Article 112a (ensure you have the chain of custody documentation listed as an enclosure).

b. Basic record data: Date of current enlistment: (date); EAOS/EOS: (date); marital status: (single/married) with number of dependents; months on board: (years, months, days); total active service: (years, months, days); total inactive service: (years, months, days).

c. Involvement with civilian convictions: None (list dates and conviction information, if applicable)

g. Summary of Military Offenses:

(1) (date) - Commanding Officer's Non-Judicial Punishment for violation of the UCMJ, Article 107 - Made a false official statement. Awarded: Forfeitures of \$607.00 pay per month for two months (1 month suspended for six months), and 60 days restriction (30 days suspended for six months).

Subj: RECOMMENDATION FOR ADMINISTRATIVE SEPARATION ICO
BMSN I. M. TROUBLE, USN, 123-45-6789

- h. Findings of the Administrative Board: No board.
 - i. Recommendations of Administrative Board: No board.
 - g. Type of discharge recommended by Administrative Board:
No board.
 - h. Psychiatric or medical evaluation as required: None.
 - i. Most recent NAVPERS 1070/613 warning: None. (date of
Page-13 warning if applicable).
 - j. Comments and recommendations of the Commanding Officer:
Based on the information contained in enclosures (1) through
(2), ***I authorize the separation*** of BMSN Trouble from the naval
service with an (Honorable/General) by reason of (MILPERSMAN
Article), with a SPD code of (*) and reenlistment code of RE(*).
2. Point of contact for discussion of this case is (name/
telephone number/e-mail).

I. B. COMMANDING

GCMA's AUTHORITY TO DISCHARGE

1910
Serial
Date

From: GCMCA
To: Commanding Officer, (Your Command)
Subj: ADMINISTRATIVE DISCHARGE ICO BMSN I. M. TROUBLE, USN,
123-45-6789
Ref: (a) Your Command ltr 1910 Ser 00/000 of (date)
(b) MILPERSMAN 1910-(applicable section)
(c) BUPERSINST 1900.8

1. In response to reference (a), which processed member for administrative separation per reference (b), authority is granted to discharge member within ten working days after receipt of this letter. Prepare a DD-214 per reference (c) and enter the following:

BLK 23: DISCHARGED
BLK 24: OTHER THAN HONORABLE
BLK 25: MILPERSMAN 1910-(applicable section)
BLK 26: HKK
BLK 27: RE-4
BLK 28: MISCONDUCT - (REASON)

2. Ensure compliance with OPNAVINST 1900.2, regarding transition assistance services.

3. If member is drug/alcohol dependent, offer appropriate treatment prior to separation. MILPERSMAN 1910-232 refers.

4. Forward a complete copy of the ADSEP package and Separation Authority action, with a copy of the member's DD-214, to the appropriate PERS code for review and filing in member's permanent service record.

I. M. ADMIRAL

**TRANSMITTAL MESSAGE WHILE AT SEA -
SPCMA IS REQUESTING GCMA FOR DISCHARGE W/OTH**

R DDHHMMZ MMM YY

FM (COMMAND)
TO (GCMCA)
INFO DON CAF WASHINGTON DC//29A//
TRANSITPERSU SAN DIEGO CA//30// (IF TPU IS EXPECTED TO ASSIST WITH SEPARATION)

UNCLAS //N01910//

SUBJ/RECOMMENDATION FOR ADMINISTRATIVE SEPARATION ICO
/BMSN IAN MAYBE TROUBLE, USN, 123-45-6789//

MSGID/GENADMIN/(COMMAND) //

REF/A/DOC/CNPC/(DATE) //

AMPN/REF A IS MILPERSMAN 1910-(APPLICABLE SECTION) //
POC/NAME/RANK/PRIMARY NUMBER/COMM NUMBER/
EMAIL: _____ //

RMKS/1. IAW REF A, FOLLOWING REQUEST FOR ADMIN DISCH IS
SUBMITTED. I HAS REVIEWED REF A AND CERTIFY THAT THIS MESSAGE
SUBMISSION SUPPORTS THE MOST APPLICABLE REASON(S) FOR
PROCESSING. AN ADMIN BOARD HAS NOT BEEN CONVENED IN THIS CASE.

2. REASON FOR SEPARATION PROCESSING: MISCONDUCT - COMMISSION
OF A SERIOUS OFFENSE AND MISCONDUCT - DRUG ABUSE (OR APPLICABLE
MISCONDUCT).

3. BASIC RECORD DATA. ACTIVE DUTY START DATE: (DATE); DATE OF
CURRENT ENLISTMENT: (DATE); EAOS/EOS: (DATE); RACE/ETHNICITY:
(*); MARITAL STATUS AND NUMBER OF DEPENDENTS: (*); TIME ON
BOARD (YRS/MOS/DAYS); DATE AND AMOUNT OF MOST RECENT
ENLISTMENT/REENLISTMENT BONUS: NONE (OR DOLLAR AMOUNT);
DEPLOYMENT STATUS: (*); IS MEMBER PENDING ORDERS: (YES/NO);
AGE: (*); TOTAL SERVICE: (YRS/MOS/DAYS) ACTIVE; INACTIVE
(YRS/MOS/DAYS); PARTICIPATED IN MONTGOMERY GI BILL: (YES/NO);
SPECIALIZED TRAINING: (*).

4. INVOLVEMENT WITH CIVIL AUTHORITIES: NONE (LIST DATES AND
CONVICTIONS IF APPLICABLE).

5. SUMMARY OF MILITARY OFFENSES: (ARTICLE(S) AND SUMMARIZED SPECIFICATION).
6. RECOMMENDATION REGARDING RETENTION/REENLISTMENT: NONE.
7. PROCEDURE USED: NOTICE OF ADMINISTRATIVE BOARD PROCEDURE (MILPERSMAN 1910-(APPLICABLE SECTION)) SIGNED BY MBR ON (DATE), FOR SEPARATION BY REASON OF (*).
8. DATE MBR ACKNOWLEDGED RECEIPT OF NOTICE: (DATE).
9. DATE MBR RESPONDED: (DATE). MBR KNEW HE/SHE HAD A MINIMUM OF 2 DAYS TO RESPOND.
10. IF SEPARATION IS APPROVED, CHARACTERIZATION OF SERVICE MAY BE OTHER THAN HONORABLE. SNM WAIVED ALL RIGHTS.
11. MBR'S WRITTEN STATEMENT IS QUOTED VERBATIM AS FOLLOWS: NO STATEMENT.
12. MEDICAL EVALUATION IS AS FOLLOWS: N/A.
13. MOST RECENT NAVPERS 1070/613 ISSUED TO MBR: NONE.
14. COMMENTS AND RECOMMENDATIONS OF THE CO: MEMBER'S MISCONDUCT RENDERS HIM UNFIT FOR FURTHER NAVAL SERVICE. I RECOMMEND A CHARACTERIZATION OF SERVICE AS OTHER THAN HONORABLE DUE TO (*).
15. LOCATION/HOMEPORT OF COMMAND (*). UIC: (*).
16. POC E-MAIL: (*).
17. CO SENDS.//

LEAVE REQUEST/AUTHORIZATION
NAVCOMPT FORM 3065 (3PT) (REV. 2-83)

INSTRUCTIONS FOR COMPLETING THIS FORM ARE
 ON THE **REVERSE OF PART 3.**

SEE REVERSE FOR
 PRIVACY ACT
 STATEMENT

DATE OF REQUEST 1-Oct-02	2. FOR ADMIN. USE ONLY APPROVAL OF THIS LEAVE IS NOT VALID WITHOUT CONTROL NO.		LEAVE CONTROL NO. →
3. SSN 123- 45- 6789	4. NAME (Last,First,MI) DOE, JOHN Q		5. PAY GRADE BM2
6. SHIP/STATION		7. DEPT/DIV	8. DUTY SECTION
10. TYPE LEAVE <input type="checkbox"/> REGULAR <input type="checkbox"/> SICK <input type="checkbox"/> EMERGENCY <input type="checkbox"/> SEPARATION <input type="checkbox"/> RETIREMENT <input checked="" type="checkbox"/> OTHER: ADMIN		FOR USE OUTUS ONLY	
		12. MODE OF TRAVEL <input type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> CAR <input type="checkbox"/> TRAIN	
11a. Leaving Area of PERMDUTYSTA <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		11b. Taking Leave INCONUS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
13. DAYS REQUESTED	14. FROM (Hour, Date)(YYMMDD) 1600 020930	15. TO (Hour, Date) (YYMMDD) INDEF	
17. LEAVE BALANCE DAYS AS OF	18. LEAVE USED THIS FY	19. LEAVE PHONE (555)555-5555	
20. LEAVE ADDRESS 1232 NEVERSAIL LANE SAN DIEGO, CA 92154		16. NORMAL WORKING HOURS DAY OF DEPARTURE: FROM: 0730 TO: 1600 DAY OF RETURN: FROM: NA TO:	
		21. RATION STATUS (Enlisted) <input type="checkbox"/> COMMUTED RATIONS(COMRATS) Meal Pass No. <u>NA</u> <input type="checkbox"/> Entitled to EDF meals except During periods of leave	

I CERTIFY THAT I HAVE SUFFICIENT FUNDS TO COVER THE COST OF ROUND TRIP TRAVEL. I UNDERSTAND THAT SHOULD ANY PORTION OF THIS LEAVE, IF APPROVED, RESULT IN MY TAKING MORE LEAVE THAN I CAN EARN ON MY CURRENT UNEXTENDED ENLISTMENT OR CURRENT ACTIVE DUTY OBLIGATION, MY PAY WILL BE CHECKED FOR SUCH EXCESS LEAVE.

22. SIGNATURE OF APPLICANT

RECOMMENDED	<input type="checkbox"/> YES <input type="checkbox"/> NO		DATE
	<input type="checkbox"/> YES <input type="checkbox"/> NO		DATE
	<input type="checkbox"/> YES <input type="checkbox"/> NO		DATE
	<input type="checkbox"/> YES <input type="checkbox"/> NO		DATE
23. APPROVED <input checked="" type="checkbox"/>	DISAPPROVED <input type="checkbox"/>	REVIEWING OFFICER'S NAME AND SIGNATURE	DATE 1-Oct-02

24. COMMENTS/REMARKS REQUEST ADMINISTRATIVE LEAVE PER MILPERSMAN 1050-390 TO AWAIT FINAL AUTHORITY ON MY DISCHARGE. I UNDERSTAND THAT I WILL USE ___ DAYS OF PAID LEAVE AND, IF FINAL AUTHORITY FOR DISCHARGE HAS NOT BEEN COMPLETED, I WILL BE IN A NON-PAY STATUS UNTIL DISCHARGE.

5. SHIP OR STATION (Including telegraphic address) 26. REPORT ON EXPIRATION OF LEAVE TO (If other than block 25)

DEPARTED ON LEAVE		RETURNED FROM LEAVE		GRANTED EXTENSION OF LEAVE ENDING	
27a. HOUR	27b. DATE (YYMMDD)	28a. HOUR	28b. DATE (YYMMDD)	29a. HOUR	29b. DATE (YYMMDD)

27c. OOD'S SIGNATURE 28c. OOD'S SIGNATURE 29c. AUTHORIZING OFFICER'S SIGNATURE

IN CONSIDERATION OF THE MEMBER'S COMPLETION OF A FULL WORKDAY (AS DEFINED IN MILPERSMAN, NAVPERS 15560) ON THE DAYS OF DEPARTURE AND RETURN, THE INCLUSIVE DAYS SHOWN ARE CORRECT AND PROPER FOR CHARGING AS LEAVE

30. INCLUSIVE LEAVE PERIOD TO BE CHARGED →	FIRST: (YY)(MM)(DD)	LAST: (YY)(MM)(DD)	31. NO. OF DAYS

I CERTIFY THAT THE ABOVE IS CORRECT AND PROPER TO THE BEST OF MY KNOWLEDGE.

32. CERTIFYING OFFICER'S TYPED NAME/RANK/TITLE 33. CERTIFYING OFFICER'S SIGNATURE

FORWARD THIS COPY TO PERSONNEL OFFICE VIA COMMAND ONLY ON COMPLETION OF LEAVE.

TRANSIENT CASE INDEX

AWAITING SEPARATION UNDER HONORABLE CONDITIONS	43-44
AWAITING FURTHER TRANSFER	45
AWAITING FURTHER ASSIGNMENT	46
RECOMMENDED FOR LIMITED DUTY ASSIGNMENT (LIMDU)	47
PENDING DEPARTMENTAL REVIEW OR PHYSICAL EVALUATION BOARD (PEB) PROCEEDINGS AS A RESULT OF A MEDICAL BOARD	48-49
SPECIAL CIRCUMSTANCES	50
INAPPROPRIATE ASSIGNMENTS TO TPU	51
REASSIGNMENTS FOR HUMANITARIAN REASONS (HUMS)	52

AWAITING SEPARATION UNDER HONORABLE CONDITIONS

Circumstances: Personnel received at TPU in this status are from commands located outside of the continental limits of the United States (CONUS) and Hawaii, or from ships or mobile units scheduled to deploy outside of CONUS. Personnel are to be separated or placed on separation leave within 7 days of arrival at TPU.

1. The transferring command shall:

a. Ensure that a separation physical has been completed within the time frame required by current directives.

b. Ensure that required blood tests have been conducted within 45 days of separation or commencement of separation leave.

c. If transferring command is a ship or mobile unit deployed outside CONUS during the period of separation leave, member will be transferred TPU seven days prior to commencement of separation leave.

2. To arrange acceptance by TPU:

a. Pre-coordinate with XO during pre-deployment brief.

Note: If member transfers to TPU during deployment, no pre-coordination is required.

b. Parent command must provide:

(1) Completed Part I and Part II separation physical.

(2) Completed TAP class certificate.

(3) Service, Medical and Dental records, DAPA and PRT files.

(4) Separation performance evaluation.

(5) Standard Transfer Order (STO) stating "TEMDU for Separation" with accounting data.

(6) All personal effects.

(7) For Fleet Reserve Only:

(a) Copy of Fleet Reserve authorization and authorization for separation leave/PTDY. (Note: forward approved leave chit; TPU will prepare the leave papers and assign a leave control number). If member has all ready taken PTDY please annotate this fact on a page 13 to preclude granting a second PTDY.

(b) Copy of completed NAVCOMPT 2272 or 2256 (Survivors Benefit Program (SBP) election form). Annotate on this copy the date it was mailed to DFAS Cleveland.

AWAITING FURTHER TRANSFER

Circumstances: Personnel received at 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 TPU has been directed to retain the individual on board awaiting the return or arrival of the ship or mobile unit.

1. Members on emergency leave returning back to parent command.

a. To arrange acceptance by TPU: No pre-coordination is necessary.

b. Parent command must ensure that service member provides:

(1) Emergency leave papers.

(2) Funded TAD orders for return to parent command.

(3) Uniforms for duration of stay at TPU.

NOTE: SHIPS AND MOBILE UNITS SHALL NOT TRANSFER PERSONNEL TO TPU IN A TEMPORARY ADDITIONAL DUTY (TAD) STATUS WHO ARE PENDING PCS TRANSFER. THE SHIP OR MOBILE UNIT WILL EITHER OBTAIN THE APPROPRIATE ORDER MODIFICATION TO EFFECT TRANSFER PRIOR TO DEPARTING OR AFFECT THE PCS TRANSFER AS DIRECTED

AWAITING FURTHER ASSIGNMENT

Note: Commands do not transfer personnel to TPU for further assignment. This section is for information only.

1. TPU receives personnel for further assignment in a variety of ways (e.g., service members who have been hospitalized in a Temporary Duty (TEM DU) status and are now ready to return to full duty, personnel who are returning to duty after completing confinement in excess of 30 days, awarded by a court-martial, and personnel with prior service who reenlist under the NAVET or OSVET programs).

2. TPU will ensure that the local Personnel Support Detachment (PSD) submits initial availability reports immediately upon receipt of the member to TPU, and ensure that PSD submits tracer reports when orders are not received within 2 weeks after the initial availability has been submitted.

RECOMMENDED FOR LIMITED DUTY ASSIGNMENT (LIMDU)

Circumstances: Members who have been assigned to a medical treatment facility in a TEMDU status or are assigned to Arduous Sea Duty (Type 2) or Accompanied/Unaccompanied Non-rotated Sea Duty (Type 4) and who have been placed in a first period of limited duty of 8 months or less by a medical board will be transferred to TPU once the medical board decision has been signed.

1. To arrange for acceptance by TPU: No pre-coordination is necessary.

2. Parent command will provide:

(a) Service, Medical, and Dental records

(b) Copy of TEMDU transfer message in service record.

(c) STO to transfer member to TPU.

(d) Transfer Evaluation/FITREP.

(e) All personal effects (if parent command is deployed, personal effects should be inventoried and shipped to TPU).

(f) Signed copy of the medical board report shall be placed in service record.

NOTE: IF ANY DISCIPLINARY ACTION IS PENDING, SUCH MATTERS SHOULD BE RESOLVED PRIOR TO TRANSFER AND CASE PRE-COORDINATED XO TO XO.

PERSONNEL PENDING DEPARTMENTAL REVIEW OR PHYSICAL EVALUATION BOARD (PEB) PROCEEDINGS AS A RESULT OF A MEDICAL BOARD

1. If an individual is hospitalized in a MTF, the member will be retained on board until the local medical board process is complete. Once the medical board report is signed, the member may be transferred to TPU, provided the member is ambulatory, not in need of nursing procedures, dietary care and/or special treatment not readily available outside the MTF. When an individual reports to TPU with a condition that is questionable, the XO of TPU shall contact the Patient Administration Department of the MTF. The Patient Administration Department is responsible for resolving questionable cases, keeping the best interests of the member, TPU, and MTF in mind.

2. In such cases the MTF will issue memorandum orders directing the member to report to TPU to await a medical board and availability processing. If the member reported to the MTF with funded TAD orders for the purpose of travel reimbursement, the MTF will prepare a memorandum endorsement to the orders. The MTF is responsible for notifying the parent command by message that the member has been transferred to TPU and will direct the parent command to forward the member's records and accounts with TEMDU orders to the PERSUPPET servicing TPU. Parent commands shall comply with this directive within 5 working days.

3. 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 TAD or TEMDU status) the member may be transferred to TPU in a TEMDU status provided all of the following provisions are met:

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

b. The member is permanently attached to a command classified as Arduous Sea Duty (Type 2) or Accompanied/Unaccompanied Non-Rotated Sea Duty (Type 4).

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

d. The member's medical condition does not warrant convalescent leave. Convalescent leave will not be granted enroute to TPU.

NOTE: If critical personnel turnovers must be accomplished as a result of detaching the service member to TPU, coordinate with TPU Transient Department LCPO at (619) 556-9533 to arrange short term TAD to command for this purpose.

SPECIAL CIRCUMSTANCES

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

2. To arrange acceptance by TPU: Pre-coordination with TPU XO is mandatory for all cases.

a. Parent command will provide:

(1) Medical/Dental appointment information (Date/Time of appointment(s), Location, Doctor's name and phone number).

(2) NCIS Point of Contact information.

(3) No-cost TAD orders (not to exceed 30 days).

INAPPROPRIATE ASSIGNMENT TO TPU

1. TPU is not authorized to act as a Medical Holding Company for personnel receiving outpatient care (including psychiatric treatment) from an MTF. Refer to Medical Holding Company Naval Hospital Balboa for long-term care.
2. TPU will not accept personnel who have injuries that preclude them from being at their parent command. Refer to ISIC for guidance and TAD assignment at locations other than TPU.
3. TPU does not accept personnel attending schools of any kind. Refer to NAVSTA Central Billeting for berthing accommodations.
4. TPU is not a holding company for student dropouts from local school commands.

REASSIGNMENTS FOR HUMANITARIAN REASONS (HUMS)

Circumstances: The service member desires to apply for HUMS reassignment per the Enlisted Transfer Manual Chapter 16 .

1. TPU will not normally accept service members pending approval of HUMS reassignments. Recommend parent command arrange to send service member TAD to ISIC.
2. TPU may consider accepting cases on a case-by case basis if parent command is either deployed or on extended operations.
3. TPU will accept service member if he/she is returning from emergency leave and requests assistance with HUMS reassignment package related to that emergency leave.
4. Service member will be afforded 30 days to complete HUMS package. Note: If package is not completed in 30 days, service member will be returned to Parent Command.
5. To Arrange for Acceptance by TPU:
 - a. Pre-coordinate between Parent Command and XO, TPU via phone call, naval message, or email.
 - b. Parent Command must provide:
 - (1) TAD orders with accounting data for return to Parent Command if HUMS package is denied.
 - (2) Appropriate uniforms.
 - (3) Service record.
 - (4) Other pertinent documentation.
6. TPU will send the completed HUMS package via the Parent Command for endorsement.
7. If HUMS reassignment is approved, service member's status will automatically convert to "TEMDU For Further Transfer."
8. If HUMS reassignment is disapproved, PERS may direct a hardship discharge. TPU will gain the service member TEMDU automatically and execute separation.

CUSTOMER USER'S MANUAL SUGGESTION FORM

Our customer's feedback is essential in continually improving the quality and usefulness of this User's Manual. If you have found an error or would like to suggest an improvement, please fill out this form and mail it to:

Commanding Officer
Navy Region Southwest
Transient Personnel Unit
3395 Sturtevant St., Ste. 3
San Diego, CA 92136-5070

Or fax to:

Commanding Officer
Navy Region Southwest
Transient Personnel Unit
(619) 556-3164

Chapter Title: _____

Suggestion: _____

Your command POC who can discuss this issue:
(Command/name/rank/rate/telephone):

THANK YOU FOR YOUR INPUT!