

RTPD (UNDER WELCOME ABOARD TAB)

CHECK-IN PROCESS

-All inbound personnel reporting to CFAS or deployed commands will report to the Regional Transient Personnel Department (RTPD)/CFAS Quarterdeck located on the first floor of PW63. During normal working hours 0700-1600 the office is staffed by RTPD personnel. After working hours the on duty Officer of the Deck will assist.

There are three phases to the check-in process.

Phase One - RTPD Admin:

- Admin Petty Officer/Officer of the Deck will verify, endorse and retain original orders until transfer.
- A "Data Sheet" will be filled out stating purpose at TPD and local recall information.
- All personnel will be added into the "Transient Personnel Tracking System" (TPTS).
- Personnel will then be directed to PSD/NAVPTO for further administrative processing.
- As applicable, personnel will be provided a room at RTPD and added to the CFAS Galley RIK list for meals (as applicable).

Phase Two - Personnel Support Detachment:

- Personnel awaiting further transfer to a ship underway or on deployment will be gained by PSD and scheduled to meet their ship during the next available port call.
- Personnel retiring or separating will be gained at RTPD and will be directed to report to PSD to start the retirement/separation process (leave, travel time, separation date and DD-214). (Ten days max).
- Personnel PCSing from local afloat commands may report to RPD for "Temporary Duty for Further Transfer", for a period not to exceed 10 days at the homeport for awaiting transportation to ultimate duty station. (MPM 1300-308).
- Upon completion of PSD check-in, all personnel will report back to RTPD Admin for final check-in procedures.

Phase Three - Instructions:

- All Enlisted personnel in pay grades E1 through E6 will muster daily (Monday through Friday) in the pavilion behind RTPD in uniform at 0745 and 1500.

- All personnel are subject to recall for Admin Boards and/or Courts-Martial cases unless they have already executed separation leave or PTDY.

- For Officers and Chiefs, if the stay at RTPD is anticipated to be longer than 10 days a work center will be assigned.

** RTPD mission is; "To expeditiously process all our transient Sailors and provide quality services and facilities in a safe environment."

Should you have questions about RTPD, feel free to contact our Administrative Officer at: DSN (315) 252-3587 or Commercial at 0956-50-3587. Officer of the Deck at commercial; 090-7391-9202