



Regional Transient Personnel Department (RTPD)
Sasebo, Japan

RTPD Sasebo Waterfront Brief

RTPD Mission Statement

"To expeditiously process all our transient Sailors and provide quality services and facilities in a safe environment."

10 Aug 12



Regional Transient Personnel Department (RTPD)

Sasebo, Japan

Mission

Primary Mission

Moving fleet Sailors through the transient pipeline!

RTPD is dedicated to the premise of “Service to the Fleet” while complying with all applicable governing instructions. If you ever have questions, please contact the CPOIC immediately!

- **Secondary Missions**

- Contingency/Surge Operations
- Temporary berthing in support of Sub Ops
- MEDHOLD/LIMDU berthing of authorized personnel per governing instructions

- **Governing Instructions**

- BUPERINST 1306.77b - Manual for the Administration of Transient Personnel Units (TPU's)
- CFASINST 1306.1 - TPD Sasebo, JA SOP





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Mission Details

Mission Details

- **Who we serve**

- RTPD serves personnel in the following categories.
 - **For Further Transfer (FFT)** – Personnel reporting/transferring to deployed ships.
 - **TEMDU** – Personnel, designated (by USNH) unfit for sea duty, awaiting LIMDU orders.
 - **Other personnel as defined by OPNAVINST 3100.77a.**
- Limitations:
 - We do not serve anyone without orders.
 - We do not serve anyone on cost orders (TAD or otherwise).

- **What we do**

- Positively track all transients from check-in to check-out.
 - Daily sight musters.
 - Enforce Liberty Card Program
- Provide berthing for all single personnel.
- Provide employment for all transients and TEMDU personnel.
- Provide administrative support for nearly any admin issue.
- Ensure all transients newly arrived to Japan attend AOB/ICR.
- Require all new check-ins to complete RTPD indoc on what the rules/regulations will be during their visit, including in-depth instruction on CNFJ clothing, drinking and liberty policies.
- Maintain a 24/7 Quarterdeck.
 - Positive physical identification is required upon entry into building.
 - Random bag inspections.



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Assignments

Overview of Assignments

- For Further Transfer (FFT)
- Medical (LIMDU, PEB, and Pregnancy)
- Legal (ADSEP, Disciplinary Status)
- TAD (Rack space, special circumstances)

Assignments in Detail

- **For Further Transfer (FFT)** (BUPERSINST 1306.77 b)
 - Temporary berthing and coordination of work assignments for Sailors PCS-ing to Sasebo home-ported ships while the ships are away from homeport.
 - New check-in's. Members are kept until transportation to the ship is available or the ship returns (Big Navy's goal: normally 10 days or less).
 - "Ships and mobile units shall not transfer personnel in a Temporary Additional Duty (TEMADD) status to a TPU pending PCS transfer prior to movement. The ship or mobile unit will either obtain the appropriate order modification to effect transfer prior to departing or effect the PCS transfer as directed." BUPERSINST 1306.77b (402 b).



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Assignments Cont.

Assignments in Detail (cont.)

- **Medical Transfers**
 - **Limited Duty** (BUPERSINST 1306.77 – 404d)
 - Hospital convenes a Limited Duty Board. Assigns member as limited duty and sends message.
 - Ship transfers member TEMDU to RTPD to await LIMDU orders (include all applicable detaching paperwork including transfer eval, message from hospital, STO, etc.).
 - Sailor will receive LIMDU orders – normally to a local shore command.
 - **Physical Evaluation Board** (BUPERSINST 1306.77 – 404e)
 - Ship/MedHold will transfer sailor to RTPD via TEMDU orders (include paperwork outlined above).
 - Hospital processes all paperwork and will send required messages; ship should provide Non-Medical Assessment (NMA).
 - Sailor will remain at RTPD to await Medical Discharge or new orders (if found Fit for Full Duty).



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Assignments Cont.

Assignments in Detail (cont.)

- **Medical Transfers (cont.)**
 - **Pregnancy**
 - If a unit is deploying, pregnant Sailors less than 20 weeks may be sent TAD to RTPD until the ship returns. Make arrangements with CPOIC **prior to** deployment for best service.
 - Pregnant Sailors more than 20 weeks may be TEMDU to RTPD until they receive pregnancy orders (Note: regular transfer procedures apply here. **In addition the “AVAIL” must be sent prior to transfer**).
 - **Medical Holding Company (MEDHOLD)**
 - Sailors are sent TAD to NBHC for treatment. RTPD will berth and employ the servicemember; however, management responsibility for the servicemember remains with the MTF.
 - Ship provides Cost TAD orders to NBHC, IAW Enlisted Transfer Manual, Chapter 17. No-Cost orders may be provided if member has a local residence.
 - **CAAC**
 - The guidelines outlined for MEDHOLD also apply for TAD assignments to CAAC.
 - Program failures go directly back to the parent unit.

“RTPD IS NOT A MEDHOLD FACILITY”

(BUPERSINST 1306.77 Section 405.b)



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Assignments Cont.

Assignments in Detail (cont.)

- **Legal Transfers**

- **TAD in Disciplinary Status** (BUPERSINST 1306.77 – 404)
 - Examples: International Legal Hold, Court Martial, etc.
 - Personnel in this status are handled on a case-by-case basis. Units should attempt to resolve issues through their respective ISIC.
 - All requests for transfer should be referred to the CPOIC RTPD who will screen initial requests and refer them to the CFAS Staff Judge Advocate (SJA) as appropriate. Final determination authority rests with COMFLEACT.
 - If authorized, utilize TAD orders to RTPD. A letter from the CO to COMFLEACT requesting continuation of restriction or liberty risk status should be provided (as required).
 - Member transferred to RTPD on restriction will be required to adhere to restriction orders as outlined in appendix “C” of BUPERINST 1306.77 series.
 - A complete sea-bag is required upon check-in to RTPD.



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Assignments Cont.

Assignments in Detail (cont.)

- **Legal Transfers (cont.)**
 - **Administrative Separations**
(BUPERSINST 1306.77 - 403.b)
 - Accepted when ship deploys.
 - Must report with all separation paperwork complete:
 - Letter of Notification.
 - Letter of Transmittal.
 - Separation Evaluation.
 - Separation physical complete.
 - Passenger Reservation Request (PRR) sent to NAVPTO.
 - Coordinate **at least 7** days prior to underway.
 - Complete sea-bag is required.
 - NOTE: If in a restricted/liberty risk status, RTPD must have a letter from the CO or Legal Officer requesting continuation of restriction/liberty risk.

**“RTPD IS NOT A
DISCIPLINARY
BARRACKS”**
(BUPERSINST 1306.77 Section
405.a)



SuperTroopers TPD is not!



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Assignments Cont.

Assignments in Detail (cont.)

- **TAD to RTPD**
 - **Special Circumstances** (BUPERSINST 1306.77 - 404)
 - Determination is made on a case-by-case basis.
 - Coordinate through RTPD CPOIC at least 7 days in advance.
 - Should not have any issues medically or legally.
 - In no case should TAD be greater than 30 days.
 - Exceptions can be made depending on circumstances.
 - **TAD for Schools**
 - **RTPD is not authorized to house personnel on TAD orders to schools. Units should ensure orders have the appropriate accounting data for billeting at the BEH if required.**
 - RTPD may house them if the ship is deployed under the following circumstances:
 - Until their school begins.
 - After their school is completed. At that time, the Sailor will report to TPD as a “regular transient” awaiting transportation back to the ship.
 - Orders should state dates for assignment to TPD and personnel should be identified on the stay-behind list.



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Resources/Amenities

Resources/Amenities

- **Full service Barber Shop**
 - Complimentary – 2nd floor
- **Self-Service Laundry Facilities**
 - Complimentary - Located on the first floor..
- **Full size lounge**
 - Access to on-base and long distance telephones.
 - TV/DVD
- **Each room contains**
 - Refrigerator
 - Microwave
 - Television
 - Ironing board and iron
 - Alarm clock
 - Telephones





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Liberty Policy

Liberty Policy For E4 And Below

- **CFAS Liberty Card Program (CFASINST 1050.7 (series))**
 - For members permanently or temporarily assigned to RTPD

- **Categories/Restrictions**
 - **Blue Card**
 - RTPD does not issue Blue Cards. Personnel reporting from units who are already in possession of a Blue Card (physically shown) will be afforded the rights along with it. These individuals should already be fully aware of appropriate behavior and who have not had any record of misconduct
 - No liberty restrictions
 - **White Card**
 - Members E-1 –E-4 who:
 - » Are new to Japan
 - » Do not hold a Blue Card from their current command.
 - Restrictions: No liberty authorized outside of RTPD between the hours of 0000-0500.
 - This policy is modified for sailors who are authorized to live off-base (e.g. married). Those Sailors are required to be in quarters between the hours of 0000-0500.



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Top "7" List

Top 7 Reoccurring Problems

1. **Units trying to resolve issues within 24 hours of an underway.** Issues should be brought to RTPD's attention well in advance (at least 7 days).
2. Units that deploy and leave members behind with orders to a school, but no arrangements for housing.
3. Receipt of TEMDU personnel without a transfer evaluation.
4. Sailors arriving without uniforms (mostly a problem with emergency leave returnees). Note: NWUs or Dress uniform is acceptable.
5. Personnel transferred without Service, Medical and/or Dental records.
6. Units that deploy and leave members behind "no cost" TAD to other units, but expect berthing arrangements at RTPD.
7. Units leaving out-bound PCSing Sailors for more than 10 days. Sailors PCSing out will be check out of RTPD at the 10 day mark.



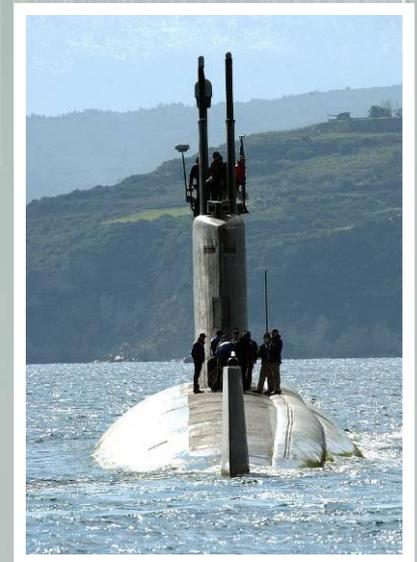
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Contact List

TPD Contact List

- **CFAS CMC: CMDCM(SW/AW) Wallace**
 - Phone: 252-3521
 - E-mail: stephen.wallace@fe.navy.mil
- **RTPU CPOIC: MAC(SW) Szerlag**
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- **PSD POC: PSC(SEL) Giron**
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RTPD Sasebo...
Gateway to the 7th Fleet!

**Please call
with any
questions or
comments.**



THE FINEST BASE IN THE U.S. NAVY!