



# Regional Transient Personnel Department (RTPD)

Sasebo, Japan

## 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!

## HOURS OF OPERATION

**TPD STAFF:**

0730-1600

**OOD:**

1600-0730





# Regional Transient Personnel Department (RTPD)

Sasebo, Japan

## Mission Details

### ▪ **Who we serve**

- RTPD serves personnel in the following categories.
  - **For Further Transfer (FFT)** – Personnel reporting/transferring to deployed ships.
  - **TADs** – Personnel, **designated (by USNH) unfit for sea duty, awaiting LIMDU orders.**
  - **Other personnel as defined by BUPERINST 1306.77D (series).**
- 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 at 0830, 1100, 1430.
- Provide berthing for all unaccompanied personnel.
- Provide daily work assignments for all transients and TAD personnel.
- Provide administrative support for nearly any admin issue.
- Ensure all transients newly arrived to Japan complete AOB/ICR.
- Brief all new check-ins on what the rules/regulations will be during their visit, including in-depth instruction on CNFJ clothing, drinking and liberty policies.



# Regional Transient Personnel Department (RTPD)

Sasebo, Japan

## Overview of Assignments

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

## Assignments in Detail

- **For Further Transfer (FFT)** (BUPERSINST 1306.77D)
  - 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-ins. Members are kept until transportation to the ship is available or the ship returns
  - PCS OUT BOUND: **"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 1306.77D.



# Regional Transient Personnel Department (RTPD)

Sasebo, Japan

## Assignments in Detail (cont.)

- **Medical Transfers**
  - **Limited Duty** (BUPERSINST 1306.77D)
    - Hospital convenes a Limited Duty Board. Assigns member as limited duty and sends message.
    - Ship transfers member TAD to RTPD to await LIMDU orders if member **cannot** be onboard due to medical conditions.
    - Sailor will receive LIMDU orders – normally to a local shore command at CFAS, CFAY or San Diego as applicable.
  - **Physical Evaluation Board** (BUPERSINST 1306.77D)
    - Ship/MedHold will transfer sailor to RTPD via TAD orders (include paperwork outlined above).
    - Hospital processes all paperwork and will send required messages; ship will provide Non-Medical Assessment (NMA) with CO's endorsement.
    - Ship will also provide a Non-Medical Attendant if required by medical.
    - Sailor will remain at RTPD to await IDES processing or new orders (if found Fit for Full Duty).



# Regional Transient Personnel Department (RTPD)

Sasebo, Japan

## 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 sent TAD to RTPD until they receive pregnancy orders (Note: Regular transfer procedures apply here.)
  - **Medical Holding Company (MEDHOLD)**
    - Sailors are sent TAD to NBHC for treatment. RTPD will berth and employ the service member (provided that they are ambulatory, we cannot support transients with special needs); however, management responsibility for the service member remains with the MTF, and provided there are no medical complications beyond the scope of RTPD.
    - 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.

**“RTPD IS NOT A MEDHOLD FACILITY”**

**(BUPERSINST 1306.77 Section 4)**



# Regional Transient Personnel Department (RTPD)

Sasebo, Japan

Assignments Cont.

## Assignments in Detail (cont.)

### ▪ Legal Transfers

- **TAD in Disciplinary Status** (BUPERSINST 1306.77)
  - 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 Sasebo.
  - If authorized, utilize NC TAD orders to RTPD. A letter from the Afloat asset CO to COMFLEACT requesting continuation of restriction or liberty risk status should be provided with a copy of current restriction or liberty risk orders (as required).
  - Member transferred to RTPD on restriction will be required to adhere to restriction orders as outlined by COMFLEACT Sasebo.
  - A complete sea-bag is required upon check-in to RTPD.
  - If member requires escort, the Ships will be responsible for escorts.

**“RTPD IS NOT A DISCIPLINARY BARRACKS”**

**(BUPERSINST 1306.77)**



# Regional Transient Personnel Department (RTPD)

Sasebo, Japan

Assignments Cont.

## Assignments in Detail (cont.)

- **Legal Transfers (cont.)**
  - **Administrative Separations** (BUPERSINST 1306.77)
    - Accepted when ship deploys (**10 days max**).
    - 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.
      - Separation orders from PERS have been issued
      - Separation orders are generated.
    - 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.



**SuperTroopers RTPD is not!**



# Regional Transient Personnel Department (RTPD)

Sasebo, Japan

## Assignments in Detail (cont.)

### ▪ TAD to RTPD

#### ▪ **Special Circumstances** (BUPERSINST 1306.77D)

- Determination is made on a case-by-case basis.
- Coordinate through RTPD CPOIC at least 7 days in advance.
- In no case should TAD be greater than 30 days.
- Exceptions can be made depending on circumstances.
- Must be in concurrence with BUPERSINST 1306.77(series).

#### ▪ 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 RTPD as a "regular transient" awaiting transportation back to the ship.
  - Orders should state dates for assignment to RTPD and personnel should be identified on the stay-behind list.





# Regional Transient Personnel Department (RTPD)

Sasebo, Japan

## Resources/Amenities

- **Self-Service Laundry Facilities**
  - Complimentary - Located on the first floor.
  
- **Barbershop**
  - Will be located in building 98 on the 1<sup>st</sup> floor.
  
- **Each room contains**
  - Refrigerator
  - Microwave
  - Television
  - Ironing board and iron
  - Alarm clock
  - Couches
  - Dining Table
  - End Tables
  - Chair

(With exception of Open Bay)



# Regional Transient Personnel Department (RTPD)

Sasebo, Japan

## RTPD ROOMS

### 6 COMPARTMENTS

- 1 COMMON AREA
- 1 KITCHEN

### 12 ROOMS

- 6 BUNKS TO A ROOM

### 84 RACKS TOTAL

### 9 MALE BERTHING

- MALE OPEN BAY HOLDS 8

### 5 FEMALE BERTHING

- FEMALE OPEN BAY HOLDS 6



# Regional Transient Personnel Department (RTPD)

Sasebo, Japan

Contact List

## TPD Contact List: DSN (315)

- **CFAS CMC:** CMDCM(SW) Alan Benavidez
  - Phone: 252-3521
  - E-mail: [ALAN.G.BENAVIDEZ.MIL@US.NAVY.MIL](mailto:ALAN.G.BENAVIDEZ.MIL@US.NAVY.MIL)
- **RTPD CPOIC:** AMCS(AW) Charles Beckerman
  - Phone: 252-3381
  - E-mail: [CHARLES.R.BECKERMAN.MIL@US.NAVY.MIL](mailto:CHARLES.R.BECKERMAN.MIL@US.NAVY.MIL)
- **RTPD LCPO:** AOC(AW/SW) Travis Hudders
  - Phone: 252-3587
  - E-mail: [TRAVIS.A.HUDDERS.MIL@US.NAVY.MIL](mailto:TRAVIS.A.HUDDERS.MIL@US.NAVY.MIL)
- **TPD LPO:** CS1(SW/AW) Joshua Middleton
  - Phone: 252-3587 (OFFICE)
  - E-mail: [JOSHUA.A.MIDDLETON.MIL@US.NAVY.MIL](mailto:JOSHUA.A.MIDDLETON.MIL@US.NAVY.MIL)
- **TPD STAFF:**
  - Phone: 252-3587 (OFFICE)
  - E-mail: [CFASRTPD@US.NAVY.MIL](mailto:CFASRTPD@US.NAVY.MIL)
- **CFAS OOD:**
  - Phone: 090-7391-9202





# Regional Transient Personnel Department (RTPD)

Sasebo, Japan

Please call  
with any  
questions or  
comments.

## RTPD Sasebo Gateway to the 7<sup>th</sup> Fleet!



**THE FINEST BASE IN THE U.S. NAVY!**