

**Transient Personnel
Administration (TPA)
Users' Manual**

TPAMAN

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**Enlisted Placement Management Center
New Orleans, LA**

EPMAC INSTRUCTION 5000.3E

Subj: ADMINISTRATION OF TRANSIENT PERSONNEL

Encl: (1) Transient Personnel Administration Users' Manual
(TPAMAN)
(2) List of References

1. Purpose. To publish revised guidelines and procedures for the administration of transient personnel. This change constitutes a complete revision and should be reviewed in its entirety.

2. Cancellation. EPMACINST 5000.3D.

3. Background. The Transient Personnel Administration Users' Manual (TPAMAN) is the official manual for the administration of Transient Personnel through the Transient, Patient, Prisoner & Holdee (TPP&H) and Student Pipelines. The TPAMAN supplements and amplifies basic regulations and requirements published in enclosure (2).

4. Action. The procedures for processing personnel through the TPP&H and Student Pipelines will be accomplished per the provisions published in this manual.

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SECTION 1 INTRODUCTION

1.0 GENERAL. The purpose of this manual is to provide standard procedures for the administration and management of personnel in the Transient, Patient, Prisoner, Holdee (TPP&H) and Student Pipelines. Personnel Support Activity Detachments (PSDs), Transient Personnel Units (TPUs), the Recruit Training Command (RTC), Service School Commands (SSCs), Medical Treatment Facilities (MTFs) and commands exercising control over "Others" and "Student" accounts must make every effort to move individuals through the transient pipeline to return critically needed personnel to the fleet or separate them from the Navy in an expeditious manner. Personnel who are in a Limited Duty (LIMDU)/patient status should be gainfully employed commensurate with their physical ability. Normal processing delays for transient personnel (i.e., school attrites awaiting orders, personnel awaiting further transfer, separation, assignment and screening) are expected to happen, however, transient personnel shall not be retained or delayed solely to satisfy local work requirements.

1.01 TRANSIENT MONITORING UNIT. The Transient Monitoring Unit (TMU) was established in July 1975 to monitor the movement of personnel through the TPP&H and Student pipelines. As the agent for the Chief of Naval Personnel, Chief of Naval Education and Training, and the Bureau of Medicine and Surgery, TMU conducts on-site visits of transient personnel processing activities to ensure personnel administration and management procedures are in place. Transient personnel processing activities include but are not limited to: PSDs/Personnel Offices, TPUs, RTC, SSCs, Consolidated Brigs (CONBRIGS)/Legal Offices, MTFs and their respective Medical Holding Companies (MHCs) and commands exercising control over "Others" and "Student" accounts. Additionally, TMU is responsible for the monitoring of all LIMDU personnel, and recommending changes to policies and procedures covering both transient and LIMDU personnel. Activities are visited annually or as deemed necessary by the Officer in Charge (OIC), TMU or as directed by higher authority. If possible, four weeks advance notice is provided prior to an on-site visit.

a. TMU's visits are unique and should not be associated with Inspector General (IG) inspections since TMU only reviews those areas that affect the movement of transient personnel. The

following areas are reviewed during an on-site visit:

- (1) Personnel Accounting
- (2) Appellate Leave
- (3) Separations/Transition Assistance Program Delays
- (4) Limited Duty
- (5) Operational/Overseas Screening Delays
- (6) Availabilities
- (7) Humanitarian Assignment (HUMS) Processing
- (8) LIMDU Reevaluation Procedures
- (9) Receipts/Transfers
- (10) Medical Board Processing
- (11) Discipline/Deserter/In Hands Civil Authorities
- (12) Medical Holding Companies
- (13) Navy Passenger Transportation Office (NAVPTO)/Passenger Reservation Request (PRR) Delays
- (14) Navy Standard Integrated Personnel System (NSIPS) Standard Reports and Database Management
- (15) Student Pipeline Management (in-processing delays, interruption from instruction, Academic Review Boards (ARBs), Student Permanent Drop Records (SPDRs), attrites, reclassification, NITRAS/ASMO procedures and Student Control/PSD interfaces)
- (16) Manuals/Directives maintenance
- (17) Other areas that assist in the movement of transient personnel

b. At the conclusion of the visit, TMU will conduct an outbrief with the CO/OIC with specific findings and recommendations. A written report is then forwarded with copies to the chain of command and other appropriate commands/headquarters.

c. Commands should not wait for a TMU visit to identify transient management problems. Assistance visits may be requested from TMU at any time deemed necessary. TMU can be contacted by any Transient Processing Activity with problems or concerns at DSN: 678-1602/1152 or Commercial: (504) 678-1602, 678-1606, or at www.epmac.nola.navy.mil/tmu.

SECTION 2
ACCOUNTABILITY AND TRACKING OF TRANSIENT PERSONNEL

2.0 GENERAL. This section provides a practical guide for the supervisor on the procedures and requirements for accountability and proper tracking of transient personnel.

2.01 MANAGEMENT AND ACCOUNTABILITY. The effective management and accountability of personnel in the TPP&H and Student Pipelines begins with the receipt of an individual. Activities will receive only those personnel transferred under proper authority.

2.011 PERSONNEL ACCOUNTING/COMMUNICATION.

a. Employment of sound personnel accounting practices, a thorough working knowledge of the Enlisted Distribution Verification Report User's Manual (EDVRMAN), Diary Message Reporting System User's Manual (DMRSMAN), the Navy Standard Integrated Personnel System (NSIPS) Coachware and the NSIPS Help System are essential in tracking of transient and LIMDU personnel. Effective lines of communication must exist between the PSD/Personnel Office and customer commands to properly account for transient personnel.

b. Commanding Officers/Officers in Charge of TPUs, Brigs, Others accounts, Schools, and Naval Medical Centers (NMC)/Naval Hospitals (NAVHOSP) MUST provide status change information affecting transient personnel as it occurs to the servicing PSD/Personnel Office to ensure proper accountability.

c. The PSD/Personnel Office will change the Accounting Category Code (ACC) of personnel in the TPP&H and Student Pipelines as information is received to accurately reflect their current status. Timely preparation and submission of documents as they occur through NSIPS, reduces accounting errors and enhances proper accountability of all personnel in the Transient, Patient, Prisoner and Holdee Pipelines.

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d. Personnel on board transient activities must be closely monitored and removed from the transient pipeline, either by transfer or separation, at the earliest opportunity.

2.012 ACCOUNTING CATEGORY CODE (ACC) CHANGE INFORMATION.

Personnel in a Temporary Duty (TEM DU) status must be assigned the appropriate ACC that accurately reflects their primary reason for assignment/retention in the Transient Pipeline. Personnel in a 1XX account will not be assigned to transient accounts. Per the EDVRMAN, the only authorized changes from ACC 1XX to 3XX/1XX without reference to NPC/EPMAC are:

a. ACC 100 to 381, 393 or 105.

b. ACC 105 to 100 when the individual is found fit for duty (FFD) and was previously in ACC 100 at the current command, i.e. assigned for a normal shore tour.

2.013 ACCOUNTING CATEGORY CODE (ACC) DEFINITIONS. In addition to receiving only those personnel transferred under proper authority, the correct assignment of an appropriate ACC is equally important. Appendix A (ACC Decision Logic Table) will help in deciding which ACC personnel belong in. The following definitions are provided for information:

<u>ACC</u>	<u>DEFINITION</u>
ACC 100:	FORDU (FORDU) - PERMANENT ASSIGNMENT FOR DUTY
ACC 101:	FAILED TO REPORT (FOR DUTY)
ACC 103:	FORDU ADSW - ACTIVE DUTY FOR SPECIAL WORK
ACC 104:	FORDU HUMS - HUMANITARIAN ASSIGNMENT (MORE THAN SIX MONTHS)
ACC 105:	FORDU LIMDU - LIMITED DUTY (ASSIGNMENT RESTRICTED FOR MEDICAL REASONS)
ACC 106:	FORDU CFO - COMMISSIONING AND FITTING OUT
ACC 107:	FORDU MOB - MOBILIZATION

ACC 108: FORDU TASP - TARGETED "A" SCHOOL PROGRAM GUARANTEED PROGRAMMED SCHOOL INPUT PROGRAM

ACC 109: DECLARED DESERTER (ASSIGNED BY NPC ONLY)

ACC 150: TEMDU PSI - TEMPORARY DUTY PROGRAMMED SCHOOL INPUT

ACC 320: TEMDU FFA - TEMPORARY DUTY FOR FURTHER ASSIGNMENT

ACC 330: TEMDU FFT - TEMPORARY DUTY FOR FURTHER TRANSFER

ACC 340: TEMDU RECRUIT - TEMPORARY DUTY FOR RECRUIT TRAINING (LESS THAN 20 WEEKS)

ACC 341: TEMDUINS - TEMPORARY DUTY UNDER INSTRUCTION (LESS THAN 20 WEEKS)

ACC 342: DUINS - DUTY UNDER INSTRUCTION (20 WEEKS OR GREATER)

ACC 350: TEMDU - TEMPORARY DUTY NOT OTHERWISE DEFINED (SECURITY CLEARANCE, OVERSEAS SCREENING, FAMILY ADVOCACY, ETC.)

ACC 351: FAILED TO REPORT (FOR TEMPORARY DUTY)

ACC 352: TEMDU CFO - TEMPORARY DUTY FOR COMMISSIONING AND FITTING OUT

ACC 354: TEMDU HUMS - TEMPORARY DUTY FOR HUMANITARIAN ASSIGNMENT (LESS THAN SIX MONTHS)

ACC 355: TEMDU MED BD OR PEB - TEMPORARY DUTY AWAITING FORMAL MEDICAL BOARD/PHYSICAL EVALUATION BOARD PROCEEDINGS)

ACC 356: TEMDU TEMP DISQUAL - TEMDU PENDING EVALUATION BY LOCAL AUTHORITIES FOR SPECIAL DUTIES (SUBMARINES, AIRCREW, DIVING, ETC.)

ACC 358: TEMDU SEMINAR - TEMPORARY DUTY SENIOR MINORITY ASSISTANCE TO RECRUITING PROGRAM

ACC 370: TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (INPATIENT AT NAVAL MEDICAL FACILITY)

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- ACC 371: TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (MEDICAL HOLDING COMPANY)
- ACC 372: TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (INPATIENT AT NON-MILITARY MEDICAL FACILITY)
- ACC 373: TEMDU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (INPATIENT AT NON-NAVAL MILITARY MEDICAL FACILITY)
- ACC 380: TEMDU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, TRANSFER TO FLEET RESERVE OR RETIREMENT
- ACC 381: TEMDU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT (PAY STATUS, AT HOME AWAITING FINAL DISPOSITION OF PHYSICAL EVALUATION BOARD)
- ACC 382: TEMDU SEPROS - TEMPORARY DUTY PENDING ADMINISTRATIVE SEPARATION PROCEEDINGS
- ACC 390: TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (HOLDEE, NOT CONFINED)
- ACC 391: TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (CONFINED IN A MILITARY FACILITY)
- ACC 392: TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (HELD OR CONFINED BY CIVILIAN/FOREIGN AUTHORITIES)
- ACC 393: TEMDU DISP - TEMPORARY DUTY DISCIPLINARY (APPELLATE LEAVE)
- ACC 400: SYSTEM GENERATED CODE THAT IDENTIFY MEMBERS IN A DETACH STATUS THAT HAS NOT REPORTED TO ANOTHER UIC

2.02 REPORTS. The NSIPS Standard Reports, User Defined Query, and NSIPS Transient Monitoring Tracking Report (TMTR) are the key tools in properly accounting for and tracking personnel in the TPP&H and Student Pipelines.

2.021 NSIPS TRANSIENT MONITORING TRACKING REPORT (TMTR). This report lists transient personnel assigned in ACC 101, 104, 109, 150 and 3XX by UIC, sub-grouped by ACC, Duty Status Effective Date, in alphabetical order. This is an NSIPS Standard Report printed on schedule set by the supervisor. Weekly distribution of the NSIPS-TMTR by the PSD to customer commands is required for verification and update. This improves communication and the flow of information between commands and PSD.

a. Report Utilization: The NSIPS System Administrator or the Transient Supervisor will print and distribute the TMTR every Monday or the first working day of each week. In addition:

(1) PSD Clerks will:

(a) Verify the TMTR daily for action required.

(b) Initial and date applicable areas as action is completed.

(c) Annotate the TMTR as information is received or changes occur.

(d) Submit NSIPS Transient Tracking Panels to update the TMTR, daily, if required with applicable PLD information, transient tracking code, tracer action, and remarks information which clearly identifies the current status of transients.

(e) Adjust Planned Loss Dates (PLD's) per sample scenarios provided in Sections 3 through 11.

(f) As each new report is received, verify that the previous information has posted.

(2) Customer commands will: Verify all personnel listed on the TMTR and provide PSD with current status as changes occur.

b. Report Management: Managers and supervisors should review the TMTR on a weekly basis to ensure personnel in the TPP&H and Student Pipelines are being effectively monitored and tracked.

c. Report Retention: Retain annotated copies of the TMTR locally for 60 days.

2.022 EXPIRED PROJECTED PLANNED LOSS REPORT. This is an NSIPS Standard Report that can be printed daily and identifies transient personnel remaining on board beyond their PLD. As a management tool, this report automatically determines whether required actions have been completed. Management/supervisors will:

a. Review the Expired Planned Loss Report daily.

b. Research personnel appearing on this report with applicable clerks, and verify/update their status on the TMTR and take appropriate action on unresolved cases.

2.023. TRANSIENT STATUS VERIFICATION REPORT (TSVR)

a. The TSVR is a monthly electronic scrub of the transient population based on data contained in the Enlisted Master File (EMF). This report transient and LIMDU personnel who appear to require action by field activities. It is available for download from the same site as the PC-EDVR and using the same login procedures as the PC-EDVR. The TSVR is assigned the following file name: PSD(UIC).RTF (ie PSD12345.RTF). The TSVR for Customer Service Desks (CSDs) will be included in the PSD report. PSDs/CSDs will research the current status of each member listed on the TSVR and submit necessary corrective actions.

SECTION 3
LIMITED DUTY

3.0 GENERAL. This section provides procedures for proper reporting and administration of Limited Duty (LIMDU) personnel. Basic responsibilities of the parent command, Medical Treatment Facility (MTF) and servicing PSD are discussed.

3.01 ACCOUNTING FOR PERSONNEL. Personnel assigned to LIMDU will be accounted for in ACC 105. Specific attention is directed toward the following requirements:

a. Personnel who are assigned permanent LIMDU will be accounted for in ACC 105.

b. Recruits placed in a LIMDU status, who have not completed Recruit Training, will be retained in ACC 340 at the RTC and tracked by the servicing PSD per the MILPERSMAN.

c. Personnel under instruction who have been medically evaluated and placed on LIMDU, but the medical condition does not prevent the student from continuing training, will be retained in ACC 341 or 342 and tracked per the MILPERSMAN.

d. Personnel under instruction will be dropped if medically evaluated and the medical condition prevents continued training.

e. Personnel reassigned due to pregnancy who do not have a medical board dictated recommending a LIMDU period will not be accounted for in ACC 105. Orders received on female personnel under these circumstances will be executed; an order modification requesting a correction of the ultimate ACC to reflect ACC 100 will be accomplished through the Assignment Control Authority (ACA), receiving command, servicing PSD and TMU being notified as info addressees.

f. Personnel who become pregnant while on LIMDU shall finish their current period of LIMDU as dictated by the medical board. Further guidance can be obtained by contacting NPC (PERS-821).

3.02 PROCESSING AND TRACKING. Close liaison must be maintained between the individual assigned to LIMDU, PSD LIMDU Coordinator, each Command LIMDU Coordinator, the LIMDU Coordinator at the appropriate MTF and NPC (PERS-821). PSDs/Personnel Offices must raise the level of awareness when conditions arise that delay the LIMDU process. In addition to the requirements established in the MILPERSMAN, PSDs/Personnel Offices will:

a. The LIMDU Coordinator at the PSD/Personnel Office will start the reevaluation process by submitting a request for reevaluation appointments to the appropriate MTF at the beginning of the month, three months prior to completion of LIMDU.

b. Upon receipt of each member for LIMDU, verify the PRD with the Medical Board cover sheet. If the PRD on the orders does not match the LIMDU PRD on the Medical Board cover sheet, include the member in paragraph one of the Status Change of LIMDU Personnel message for correction.

c. For second and subsequent periods of LIMDU resulting from a follow-up/reevaluation appointment, the Patient Affairs Officer (PAO) will notify PSD via the weekly disposition message of the additional LIMDU period. If the new LIMDU PRD does not properly reflect on the LIMDU Report and/or command's EDVR after 60 days, notify PERS-4/821 via the monthly Status Change of LIMDU Personnel message, paragraph one.

d. PSD's will utilize the NSIPS LIMDU report as follows:

(1) Personnel received for LIMDU will be added to the NSIPS LIMDU report by updating the Medical portion of the Transient Tracking panel with the information verified against the Medical Board Cover Sheet. Figures 3A and 3B provide block descriptions and common scenarios associated with the LIMDU process.

(2) Print the NSIPS LIMDU report each Monday and annotate updates/changes daily throughout the week.

(3) Update the NSIPS Transient Tracking daily. The remarks on these panels MUST contain sufficient information to accurately detail the CURRENT LIMDU status.

(4) Upon verification of new report, retain annotated copies of the NSIPS LIMDU report locally for 60 days.

3.021 LIMITED DUTY REEVALUATION PROCESS.

a. LIMDU reevaluation appointments will be requested by the PSD to the MTF via message no later than 90 days prior to the expiration of the LIMDU period. Tracer action must be accomplished every 30 days thereafter until an appointment is obtained. Figure 3C provides a format for requesting reevaluation appointment and subsequent tracer actions. Ensure that paragraph (2) reflects the number of previous requests for reevaluation appointments that have not been scheduled by the date of the release of the current message. This is reflected in the far right column of paragraph (2).

b. Once an appointment is obtained, notify the individual by letter, via their Commanding Officer, of the LIMDU reevaluation appointment. This provides a basis for subsequent disciplinary action should the individual fail to report. A sample letter is contained in the MILPERSMAN.

3.022 TRACER ACTION PROCEDURES. Tracer action will be initiated as follows:

a. Personnel awaiting copy of the Medical Board/Physical Evaluation Board cover sheet. Comply with instructions in Section 7, Para 7.06a.

b. Personnel Awaiting Results of Departmental Review. Comply with instructions in Section 7, Para 7.06b.

c. Personnel Awaiting PEB Proceedings. Comply with instructions in Section 7, Para 7.06c. If the PSD is receiving the Physical Evaluation Board (PEB) listing and the member in question is listed, the requirement for this tracer action is waived.

d. Personnel Awaiting Final Action on PEB Proceedings. Refer to Section 7, Para 7.06d and comply with the procedures listed. If the PSD is receiving the PEB listing and the member in question is listed, the requirement for this tracer action is waived.

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e. Prepare appropriate NSIPS Transient Tracking panel to update the TMTR and LIMDU Report with the applicable ACC, PLD information and remarks that clearly show their transient status.

3.03 NAVAL MTF PROCEDURES. The MTF will:

a. Respond to requests for reevaluation appointments within 10 days. Use format provided in Figure 3D.

b. Per MANMED, Chapter 18, determine whether a LIMDU individual being reevaluated is:

(1) Fit For Duty (FFD) upon reevaluation or at PRD.

(2) Recommended for additional LIMDU (not to exceed 8 total months of LIMDU). This action may be completed by entry in the individual's health record (SF600).

(3) Referred to Departmental Review (PERS-821) for periods of additional LIMDU that will exceed a total aggregate of 8 months.

(4) Referred to PEB.

NOTE: Competent Medical Authority may refer any case, at any time, for either Departmental Review or PEB proceedings.

c. Weekly, provide the disposition of LIMDU personnel reevaluated that week. This message shall include personnel found fit for duty, approved for additional period of LIMDU not to exceed 8 total months, cases referred to PERS-821 for Departmental Review, cases referred to PEB, and personnel who failed to report for their reevaluation appointment. Figure 3F provides a sample message.

3.04 PARENT COMMAND RESPONSIBILITIES. In addition to the requirements established in the MILPERSMAN, parent commands will:

a. Designate a coordinator to track and monitor personnel assigned to LIMDU. LIMDU personnel may not be assigned as command coordinator.

b. Ensure LIMDU personnel remain available to receive follow-up care and reevaluation.

c. Notify the individual of the time and date of reevaluation appointment.

d. Notify the PSD/Personnel Office of the results of all LIMDU follow-up and reevaluation appointments within one working day of their completion.

e. Notify via message NAVPERSCOM (PERS-40BB), BUMED (MED-02) and the Assignment Control Authority of members that are found fit for duty but are unsuitable for operational duty.

3.05 PERSONNEL UNDER INSTRUCTION WITH A MEDICAL CONDITION.

Personnel under instruction who are medically evaluated and whose medical condition prevents continuing training will be dropped from training. Upon receipt of the medical board cover sheet, change ACC to 320 and submit "YH" availability. Personnel diagnosed with medical condition who are able to continue training will be retained in ACC 341/342. For personnel who continue training after diagnosis, the following will apply:

a. For students FFD, after a period of LIMDU prior to graduation, refer to Section 5.

b. When a student graduates and has more than 90 days remaining on LIMDU, change the ACC to 320 and submit a "YH" availability per EPMAC New Orleans Code 48 Message DTG 240601Z APR 01. This message can be found at www.epmac.nola.navy.mil/tmu. The email address for submission is EPMAC_Avails@navy.mil.

c. When a student graduates and has less than 90 days remaining on LIMDU, change the ACC to 355 and request a LIMDU reevaluation appointment. Upon completion of the reevaluation, if additional LIMDU is recommended and approved by PERS-821, submit a "YH" availability per ENLTRANSMAN Chapter 18. If a medical board is submitted to Departmental Review or PEB, retain in ACC 355 and track per Section 7. If the individual is found fit for duty, refer to Section 5, change the ACC to 320 and submit "YJ" availability.

d. When a student graduates and has been found fit for duty and does not have follow on orders, change his ACC 320 and submit "YJ" availability.

e. When a student graduates and has been found fit for duty and has follow-on orders, change the ACC to 330.

3.06 PROCEDURES FOR AVIATION, SUBMARINE, AND OTHER SPECIAL DUTY PERSONNEL. In addition to the requirements set forth in the MILPERSMAN for nuclear trained personnel placed on LIMDU, the parent command will submit a Navy Enlisted Classification (NEC) change to PERS-133D requesting NEC change to 3359 for nuclear trained submariners or 3389 for nuclear trained surface ship personnel. Personnel requiring a determination of physical qualification for specialized duty should be scheduled for such exams in conjunction with their reevaluation. Personnel must be fit for duty and physically qualified for special duty prior to submitting availability for reassignment.

3.07 PROCEDURES FOR PERSONNEL IN L4/L5 STATUS. Reevaluation requests for personnel in a permanent LIMDU status must be submitted not later than six months prior to PRD. The PSD must inform PERS-821 by message with reason for retention when L5 personnel are held beyond Estimated Date of Loss from the Navy (EDLN). A copy of L5 authorization must be on file.

3.08 REPORT REQUIREMENTS. Activities shall prepare and submit the Status Change of LIMDU Personnel Message described in Figure 3E. **Ensure that TMU (TRANSMONUNIT NEW ORLEANS LA//TMU//) is a To vice Info addee on the message. TMU will change all first term Limited Duty PRD's (abbreviated normally eight months or less).**

3.09 ACC RELATED ACTIONS. To effectively monitor and track personnel in the TPPH and Student Pipelines, PSDs must use Appendix A (ACC DECISION LOGIC TABLE) as a guide to determine proper accountability.

3.10 RETAIN FILES. Maintain copies of LIMDU personnel case files for two years.

3.11 PROCEDURES FOR OPERATIONAL SCREENING:

An Operational Screening must be completed on all LIMDU personnel who have been found fit for duty prior to submission of the YJ availability. Operational screening determines suitability of the service member for worldwide operational duty and assists in maintaining force readiness at optimum manning levels by preventing gapped operational billets.

BLOCK DESCRIPTION AND SAMPLE ENTRIES

UTILIZE THE APPLICABLE BLOCKS IN THE TRANSIENT TRACKING MEDICAL PANEL AS FOLLOWS:

<u>BLOCK NAME</u>	<u>DESCRIPTION</u>
PLANNED LOSS DATE	ENTER THE PROJECTED DATE FOR COMPLETION OF LIMDU.
TRANSIENT TRACKING CODE	ENTER 61E.
TRACER ACTION DATE	ENTER THE DATE OF THE NEXT REQUIRED TRACER ACTION.
MEDICAL BOARD TYPE	ENTER LIMDU, DEPARTMENTAL REVIEW, OR PHYSICAL EVALUATION BOARD
MEDICAL BOARD DATE	ENTER THE DATE OF INITIAL MEDBD ONLY (DO NOT CHANGE THIS DATE WITH THE RECEIPT OF SUBSEQUENT MEDICAL BOARDS).
DATE NOTIFIED	ENTER THE DATE THE PSD IS NOTIFIED BY THE MTF THAT A MEDICAL BOARD OR PEB IS BEING DICTATED ON A MEMBER.
DATE RECEIVED	ENTER THE DATE THE MEDICAL BOARD/PEB COVER SHEET IS RECEIVED BY THE PSD.
LIMDU 1ST PERIOD	ENTER TOTAL AMOUNT OF APPROVED MONTHS OF LIMDU LISTED ON THE MEDICAL BOARD.
LIMDU CURRENT	ENTER THE TOTAL NUMBER OF MONTHS OF LIMITED DUTY THE MEMBER IS CURRENTLY ASSIGNED.
LIMDU TOTAL	ENTER THE TOTAL NUMBER OF MONTHS A MEMBER IS ASSIGNED LIMITED DUTY IN HIS/HER CAREER.
PRD	THE PROJECTED YEAR AND MONTH THAT A MEMBER IS ANTICIPATED TO BE FIT FOR DUTY.
RE-EVALUATION DATE	ENTER THE 1ST DAY OF THE MONTH THREE MONTHS PRECEDING THE MONTH OF LIMDU PRD (I.E. LIMDU PRD 0305, SET THE RE-EVALUATION DATE AT 0302). UPON RECEIPT OF REEVALUATION DATE FROM MTF, ENTER ACTUAL DATE OF REEVALUATION APPT.

Figure 3A-1

EPMACINST 5000.3E

BLOCK NAME

DESCRIPTION

HAO DATE	ENTER THE DATE THE MEMBER SENT HOME AWAITING ORDERS .
PEB REBUTTAL	CHECK THIS BOX IF A MEMBER DESIRES TO REBUTT HIS/HER FINDINGS.
DOCTOR/CLINIC	ENTER THE NAME OF THE DOCTOR AND CLINIC.
RESPONSE DATE	ENTER THE DATE A RESPONSE WAS RECEIVED FROM BUPERS REGARDING THE MEMBER'S MEDICAL BOARD.
REBUTTAL DATE	ENTER THE DATE A MEMBER SUBMITTED HIS/HER REBUTTAL.
AVAIL SUBMITTED DATE	ENTER THE DATE AVAILABILITY WAS SUBMITTED ON THE MEMBER.
FORMAL HEARING DATE	ENTER THE DATE OF THE MEMBER'S FORMAL HEARING.
PETITION FOR RELIEF DATE	ENTER THE DATE THAT THE MEMBER PETITIONED FOR RELIEF.
ADTAKE DATE	ENTER THE DATE AVAIL WAS ADTAKED TO NPC, EPMAC OR NRPC.
REMARKS	ANY REMARKS NECESSARY TO FACILITATE THE TRACKING OF LIMITED DUTY PERSONNEL. THIS FIELD IS DESIGNED TO ONLY REFLECT THE "MOST CURRENT" INFORMATION ON LIMDU PERSONNEL VICE A COMPLETE HISTORY SINCE DATE OF RECEIPT FOR LIMDU.

Figure 3A-2

SAMPLE TRANSIENT TRACK (NSIPS MEDICAL PANELS)

1. MEMBER REPORTS FOR LIMDU ON 02JUN28 AND MEMBER'S PREVIOUS PERMANENT DUTY STATION WAS TYPE 2 or 4, MEDBD COMPLETED 02MAY15, FOR 08 MONTHS, LIMDU EXPIRES 03JAN01.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 8
TOTAL: 8	PRD: 03FEB01
RE-EVALUATION DATE: 02NOV01	SUBMISSION DATE: BLANK
RESPONSE DATE: BLANK	FORMAL HEARING DATE: BLANK
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: REQUEST RE-EVAL 02NOV01	

NOTE: THIS INFORMATION IS ENOUGH TO ADJUST PRD, SHOULD PRD NOT REFLECT IN EMF/NSIPS. IF PRD REFLECTS IN ERROR RATHER THAN BLANK, A MSG TO TMU IS REQUIRED TO CORRECT DISCREPANCY. THIS APPLIES TO FIRST PERIOD OF LIMDU.

2. MEMBER CURRENTLY ATTACHED IN ACC 100 ON TYPES 1, 3 OR 6 DUTY AND A MEDICAL BOARD COMPLETED 02JAN04 FOR 08 MONTHS LIMDU TO EXPIRE 02SEP01 IS RECEIVED FROM A COGNIZANT MEDICAL FACILITY.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 02SEP01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JAN04
MEDICAL BOARD DATE: 02JAN04	DATE RECEIVED: (REPORT DATE TO CMD)
1ST PERIOD: 8	CURRENT: 8
TOTAL: 8	PRD: (SHOULD HAVE SHORE TOUR PRD)
RE-EVALUATION DATE: 02JUN01	SUBMISSION DATE: BLANK
RESPONSE DATE: BLANK	FORMAL HEARING DATE: BLANK
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. SPOCK/PSYCH	
REMARKS: REQUEST RE-EVAL 02JUN01	

NOTE: DO NOT REQUEST A PRD ADJUSTMENT FROM TMU, UNLESS THE CURRENT PRD IS INSUFFICIENT TO COVER THE ESTIMATED PERIOD OF LIMDU PER ENLTRANSMAN, CHAPTER 24.

Figure 3B-1

EPMACINST 5000.3E

SAMPLE TRANSIENT TRACKS (NSIPS MEDICAL PANELS)

3. REEVALUATION APPOINTMENT REQUESTED FROM MTF ON 021101.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 8
TOTAL: 8	PRD: 03FEB01
RE-EVALUATION DATE: 02NOV01	SUBMISSION DATE: BLANK
RESPONSE DATE: BLANK	FORMAL HEARING DATE: BLANK
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: REQUESTED RE-EVAL APPT VIA MSG 011000ZNOV02.	

NOTE: IF THIS IS THE SECOND OR SUBSEQUENT REQUEST FOR APPOINTMENT, SO INDICATE AFTER THE WORD REEVAL (I.E. REQ REEVAL (2ND/3RD/4TH/ETC. APPT FROM ETC)).

4. REEVALUATION APPOINTMENT FOR 1400/02NOV23 RECEIVED FROM MTF ON 02NOV05.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 8
TOTAL: 8	PRD: 03FEB01
RE-EVALUATION DATE: 02NOV23	SUBMISSION DATE: BLANK
RESPONSE DATE: BLANK	FORMAL HEARING DATE: BLANK
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: RE-EVAL APPOINTMENT ON 02NOV23/1400 RE-EVALUATION LETTER SENT TO COMMAND VIA COMMANDING OFFICER 01NOV05.	

Figure 3B-2

SAMPLE TRANSIENT TRACKS (NSIPS MEDICAL PANELS)

5. LIMDU REEVAL DISPOSITION MESSAGE RECEIVED ON 02NOV01 FROM NMC/NH _____
INDICATING MBR APPROVED FOR 08 MOS ADDL LIMDU.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 8
TOTAL: 8	PRD: 03FEB01
RE-EVALUATION DATE: 02NOV23	SUBMISSION DATE: BLANK
RESPONSE DATE: BLANK	FORMAL HEARING DATE: BLANK
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: PER REEVALUATION MSG 251324ZNOV02, MBR RECCOMENDED FOR ADDL 8 MOS LIMITED DUTY. DEPARTMENTAL REVIEW COVER SHEET TRACER DUE 02DEC19.	

6. DEPARTMENTAL REVIEW IS DICTATED ON 02DEC15 AND THEN SIGNED BY CONVENING AUTHORITY ON 02JAN05. COVER SHEET IS DELIVERED TO PSD 03JAN15. PACKAGE IS MAILED TO PERS 821 ON 03JAN15.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 8
TOTAL: 8	PRD: 03FEB01
RE-EVALUATION DATE: 02JUL23	SUBMISSION DATE: 03JAN15
RESPONSE DATE: BLANK	FORMAL HEARING DATE: BLANK
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: DEPARTMENTAL REVIEW TRACER DUE 03FEB15.	

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SAMPLE TRANSIENT TRACKS (NSIPS MEDICAL PANELS)

7. PEB FINDS MEMBER FIT TO CONTINUE ACTIVE DUTY 03FEB25. MEMBER DOES NOT ACCEPT FINDINGS AND DEMANDS A FORMAL HEARING 03MAR03. FORMAL HEARING AT NAVAL MEDICAL CENTER _____ IS SCHEDULED FOR 03APR01.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 16
TOTAL: 16	PRD: 03FEB01
RE-EVALUATION DATE: 02NOV23	SUBMISSION DATE: 03JAN15
RESPONSE DATE: 03MAR03	FORMAL HEARING DATE: 03APR01
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: BLANK
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: AWAIT FORMAL HEARING.	

8. MEMBER SENT HOME AWAITING ORDERS DUE TO CPEB FINDINGS ON 03JUN01.

NSIPS MEDICAL PANEL: ENTER FOL INFO IN BLOCK INDICATED:

PROJECTED LOSS DATE: 03FEB01	TRANS-TRACK-CODE: 61E
MEDICAL BOARD TYPE: LIMDU	DATE NOTIFIED: 02JUN28
MEDICAL BOARD DATE: 02MAY15	DATE RECEIVED: 02JUN28
1ST PERIOD: 8	CURRENT: 16
TOTAL: 16	PRD: 03FEB01
RE-EVALUATION DATE: 02NOV23	SUBMISSION DATE: 03JAN15
RESPONSE DATE: 03MAR03	FORMAL HEARING DATE: 03APR01
PEB REBUTTAL INDICATOR: UNCHECKED	REBUTTAL DATE: BLANK
PETITION FOR RELIEF DATE: BLANK	HAO DATE: 03JUN01
AVAIL SUBMITTED DATE: BLANK	ADTAKE DATE: BLANK
DOCTOR/CLINIC: DR. PETERS/ORTHO	
REMARKS: SUBMIT SEPARATION TRACER ACTION TO PERS-821 03JUL01.	

Figure 3B-4

SAMPLE REEVALUATION APPOINTMENT REQUEST MESSAGE

FM PSD
 TO NAVHOSP _____// //
 INFO PARENT COMMANDS (LIST ALL CMD W/LIMDU PERS FOR WHICH APPOINTMENT
 REQUESTED)
 TRANSMONUNIT NEW ORLEANS LA//TMU//

UNCLAS //N06320//

SUBJ/REQUEST FOR LIMDU PERS REEVAL APPOINTMENTS//
 MSGID/GENADMIN/(PERSUPPET/PERSONNEL OFFICE)/-/-//
 REF/A/DOC/ENLTRANSMAN//
 REF/B/RMG/(PSD/PERSONNEL OFFICE)/000000ZNOV01/-/NOTAL//
 NARR/REF A ENLTRANSMAN CHAP 24. REF B IS PREVIOUS REQ FOR LIMDU REEVAL APPTS//
 RMKS/1. FOL PERS HAVE LIMDU PRD _____. PER REF A REQ SKED REEVAL APPT.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD
SMITH, R.B.	SN	000-00-0000	ORTHO/PETERS	00207/NAS JAX
JONES, A.J.	MM3	000-00-0001	PSHYCO/WOOD	00204/NAS CECIL
MATT, D. NMN	SK2	000-00-0002	ORTHO/PETERS	55467/NTC ORL
WILLIAMS, J.D.	BM3	000-00-0003	INTMED/JONES	00000/NSB KSBAY

2. FOL PERS HAVE LIMDU PRD PRIOR TO _____. REQ SKED REEVAL APPT. REF B IS
 MY PREVIOUS REQUEST FOR LIMDU REEVAL APPT.

NAME	RATE	SSN	CLINIC/DR	UIC//COMD/PRD	#REQ
HORNBLOWER, H.	DP2	000-00-0004	ORTHO/PETERS	00207/NAS JAX 0107	2ND
FISHER, E.G.	PN3	000-00-0005	INTMED/JONES	00207/NAS JAX 0111	3RD
FELDERS, L.U.	AT2	000-00-0006	ORTHO/PETERS	00207/NAS JAX 0212	4 TH //

Figure 3C

EPMACINST 5000.3E

SAMPLE REEVALUATION APPOINTMENT NOTIFICATION MESSAGE

FM NAVHOSP _____//--//
TO PARENT COMMANDS (LIST ALL CMD W/LIMDU PERS FOR WHICH APPOINTMENT
REQUESTED)
INFO PSD/PERSONNEL OFFICE REQUESTING REEVAL APPOINTMENT
BT UNCLAS //N06320//
SUBJ/REEVAL APPT LIMDU PERS//
MSGID/GENADMIN/NAVHOSP _____/-/-//
REF/A/RMG/(PSD/PERSONNEL OFFICE) 000000Z MONTH YR//
NARR/REF A IS PSD/PERSONNEL OFFICE REQ FOR LIMDU REEVAL APPT

RMKS/1. ADVISE PERS LISTED BELOW DATE/TIME LIMDU REEVAL APPT IS SCHED.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD	TIME/DATE
SMITH, R.B.	SN	000-00-0000	ORTHO/PETERS	00207/NAS J	1400/01MAR23
JONES, A.J.	MM3	000-00-0001	PSHYCO/WOOD	00204/NAS CECIL	1300/01MAR22
MATT, D.A.	SK2	000-00-0002	ORTHO/PETERS	55467/NTC ORL	1430/01MAR23
CARR, J.D.	BM3	000-00-0003	INTMED/JONES	00000/NSB KSBAY	1230/01MAR15
HORN, H.	DP2	000-00-0004	ORTHO/PETERS	00207/NAS JAX	1500/99MAR23
FARR, E.G.	PNC	000-00-0005	INTMED/JONES	00207/NAS JAX	1330/99MAR15
FELDERS, L.	AT2	000-00-0006	ORTHO/PETERS	00207/NAS JAX	1330/99MAR23

2. PERS ARE REQUIRED TO REPORT IN THE UNIFORM OF THE DAY, IN POSSESSION OF APPROPRIATE RECORDS TO INCLUDE LAB WORK, X-RAYS, ETC., TO PATIENT ADMINISTRATION OFFICE, LOCATED _____, NAVHOSP _____, 30 MINUTES PRIOR TO SCHED APPT TO RECEIVE LIMDU REEVAL CHECK LIST AND BRIEF. UPON COMPLETION OF REEVAL, MBR WILL BE DIRECTED TO RETURN TO THE PATIENT ADMINISTRATION OFFICE FOR STATUS UPDATE.

3. REMIND PERS THAT FAILURE TO COMPLY WITH REEVAL PROCEDURES IS A VIOL UCMJ ARTS 86 AND 92. QUESTIONS SHOULD BE DIRECTED TO EACH MBR'S LIMDU COORDINATOR.

4. PER REF (A), MBR'S ARE NOT ALLOWED TO CANCEL OR CHANGE THEIR REEVALUATION APPOINTMENTS. ALL CANCELLATIONS WILL GO THROUGH THEIR RESPECTIVE PSD AND THE PSD WILL CONTACT THE LIMITED DUTY REEVALUATION DESK. QUESTIONS SHOULD BE DIRECTED TO EACH MBR'S LIMDU COORDINATOR.

5. ADVISE BY MSG IF MEMBER IS UNABLE TO KEEP SCHEDULED APPT OR HAS ALREADY BEEN EVALUATED AND FOUND FFD, EXTENDED OR RECOMMENDED FOR PEB.

6. IF YOUR REQUEST FOR REEVALUATION APPOINTMENT IS NOT MENTIONED IN THE APPOINTMENT OR WAIT LIST, CONTACT LIMITED DUTY PERS REEVALUATION DESK AT 532-8312 OR EMAIL: FCAGUIGUI@NMCS.D.MED.NAVY.MIL OR FAX TO PROVIDE QUICKER RESPONSE.

7. POC HMC(SS) B.T. PERSON, PATIENT ADMIN (DSN) 942-7777.//
BT

Figure 3D

SAMPLE MESSAGE FOR STATUS CHANGE OF LIMDU PERSONNEL

FM (PSD/PARENT COMMAND IF NOT SERVICED BY PSD)
 TO BUPERS MILLINGTON TN//JJJJ//
 COMNAVPERSCOM MILLINGTON TN//PERS821//
 TRANSMONUNIT NEW ORLEANS LA//TMU//
 INFO BUMED WASHINGTON DC//M3M31//
 (COGNIZANT MEDICAL TREATMENT FACILITY)
 EPMAC NEW ORLEANS LA//47/48//

UNCLAS//N06320//

MSGID/GENADMIN/(PSD/PARENT COMMAND IF NOT SERVICED BY PSD)
 SUBJ/STATUS CHANGE OF LIMDU PERS (AUG 03)/

RMKS/1. A. THE FOL PERS HAVE ERRONEOUS FIRST TERM LIMDU PRDS:

(THIS SUBPARA WILL BE USED FOR PERS WITH INCORRECT PRD'S ASSIGNED WHEN LIMDU ORDERS WERE CUT. ALL REQUESTS FOR FIRST TERM PRD ADJUSTMENT WILL BE SENT TO TMU.)

SSN	RATE	NAME	MEDBD DT/PERIOD	CORRECT PRD	UIC
123-45-6789	HMCM	JOHNSON, S R	000809/8 MOS	0103	00001
001-00-0002	HM1	SMITH, I B	000812/8 MOS	0103	00002
002-00-0000	PNCM	SKATE, I M	000701/8 MOS	0102	00003

B. THE FOL PERS ARE ON SECOND OR SUBSEQUENT PERIOD OF LIMDU AND HAVE ERRONEOUS PRDS:
(THIS SUBPARA WILL BE USED FOR PERS WITH INCORRECT PRD'S DUE TO SYSTEM ERROR.)

PERS	SSN	RATE	NAME	DTG PERS821 APP	CORRECT PRD	UIC
404	000-00-0005	AB1	EDGAR, B E	012000ZMAR00	0104	00005
404	005-23-9000	ABE2	NOBLE, I B	082340ZAPR00	0102	00006

C. THE FOL OFFICERS ARE ON SECOND OR SUBSEQUENT PERIOD OF LIMDU AND HAVE ERRONEOUS PRDS: **(THIS SUBPARA WILL BE USED FOR OFFICERS WITH INCORRECT PRD'S DUE TO SYSTEM ERROR)**

PERS	SSN	GRADE	NAME	DTG PERS821 APP	CORRECT PRD	UIC
421	125-78-0054/1700	LTJG	JOHNSON, B	072130ZMAY00	0101	00009

2. THE FOL PERS WERE FOUND FIT FOR DUTY, AVAIL SUBMITTED AND ARE NOT IN RECEIPT OF ORDERS:

PERS	SSN	RATE	NAME	AVAIL DATE	PRD	UIC
404	006-43-0001	AE2	FLYER, I M	000201	0003	00007
405	009-54-0003	BMC	KNUCKLES, D	000312	0004	00008
405	008-43-1300	BM3	HOOK, C D	000410	0005	00009

3. THE FOL PERS ARE PENDING DEPT REVIEW AND HAVE NOT RECEIVED RESULTS WITHIN 30 DAYS:

(THIS PARA WILL TAKE THE PLACE OF THE 30-DAY TRACER ACTION MESSAGE REQUIRED BY EPMACINST 5000.3B SECTION 7, FIGURE 7A. **ENSURE PERS IN THIS PARA HAVE MEDBDS SIGNED AND MAILED TO PERS 821.)

PERS	SSN	GRADE/RATE	NAME	CA SIGNATURE DATE	DATE FWD NPC	UIC
821	003-49-1314	EM1	SPARKY, B	000706	000708**	00010
821	294-50-1516/1100	LT	SIMON, J	000712	000712	00011

4. FOL INFO PROVIDED ON PERS AWAITING LOCAL MEDBD/PEB WHO ARE NOT IN ACC105/355:

(THIS PARA WILL BE USED FOR PERS WHO ARE NOT CURRENTLY REFLECTING IN ACC 105 OR ACC 355 BUT ARE WAITING MEDBD/PEB RESULTS)

PERS	SSN	GRADE/RATE	NAME	PRD	ACC	UIC
821/405	008-00-0057	JO2	READER, M	0008	100	00011

RMKS: MEDBD 000115. FWD PEB 000730.

PERS	SSN	GRADE/RATE	NAME	PRD	ACC	UIC
821/421	005-48-067/1100	LCDR	CONCORDE, J I	0102	381	00012

RMKS: PEB BD DTD 000715. FWD PEB 000714. MBR ACCEPTED FINDINGS 15% 00915. MBR SENT HAO 000915. AWAITING SEP AUTH.

5. LIMDU COORDINATOR PN2 (SW/AW) JOHN JAMES DSN: 564-0111; COM (757) 867-5309.

EPMACINST 5000.3E

SAMPLE WEEKLY LIMDU REEVALUATION DISPOSITION MESSAGE

FM NAVHOSP _____
TO SERVICING PSD(S)/PERSONNEL OFFICE
PARENT COMMAND(S) OF MEMBER(S)
INFO COMNAVPERSCOM MILLINGTON TN//PERS-821//
TRANSMONUNIT NEW ORLEANS LA//TMU//

BT

UNCLAS //N06320//
SUBJ/WEEKLY LIMDU REEVALUATION DISPOSITION//
MSGID/GENADMIN/NAVHOSP _____/-/-//
REF/A/DOC/MANMED, CHAP 18//
REF/B/DOC/ENLTRANSMAN//
REF/C/DOC/TPAMAN//

RMKS/1. PER REFS A THROUGH C, FOL IS IMMEDIATE UPDATE OF LIMDU PERS FOR THE PERIOD
_____ TO _____.

A. FOL PERS EVALUATED AND FOUND FIT FOR FULL DUTY OR FIT FOR FULL DUTY AT PRD.
SERVICING PSD/PERSONNEL OFFICE SUBMIT IMMEDIATE AVAIL IAW CHAP 20, ENLTRANSMAN OR
CHANGE ACC TO 100 AS APPROPRIATE.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD	AVAIL DATE
SMITH, R.B.	SN	000-00-0000	ORTHO/PETERS	00207/NAS JAX	03MAR23
JONES, A.J.	MM3	000-00-0001	PSYCH/WOOD	00204/NAS JAX	03MAY18

B. FOL PERS EVALUATED AND RECOMMENDED FOR ADDITIONAL PERIOD OF LIMDU, NOT TO EXCEED 8 TOTAL
MONTHS OF TLD. REQUIRE PERIOD ADJUSTMENT.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD	NEW PRD
MATT, D. C.	SK2	000-00-0002	ORTHO/PETERS	55467/NAS JAX	03JUL18
BYRD, J.D.	BM3	000-00-0003	INTMED/JONES	00000/NAS JAX	03SEP15

C. FOL PERS EVALUATED AND RECOMMENDED FOR ADDITIONAL PERIOD OF LIMDU, TO EXCEED 8 TOTAL MONTHS
OF TLD. FOR PERS-821 MEDICAL TO BE SUBMITTED FOR DEPARTMENTAL REVIEW.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD	MEDICAL DATE
MEADE, D. L.	PN1	000-00-0004	ORTHO/PETERS	00207/NDW	03MAY14

D. FOL PERS EVALUATED AND UNFIT FOR ADDITIONAL LIMDU, CASE REFERRED TO PEB.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD	MEDICAL DATE
BROWER, H.	DP2	000-00-0004	ORTHO/PETERS	00207/NAS JAX	03MAR23

E. FOL PERS FAILED TO REPORT FOR SCHEDULED LIMDU REEVALUATION: FOR PARENT
COMMANDS, INFORMS NH PAO/LIMDU COORDINATOR FOR MISSING APPOINTMENT AND TAKE
APPROPRIATE ACTION.

NAME	RATE	SSN	CLINIC/DR	UIC/COMD	NEW APPT
FELDS, L.U.	AT2	000-00-0006	ORTHO/PETERS	00207/NAS JAX	1300/99APR06

2. POC HMC(SS) B.T. PERSON, PATIENT ADMIN (DSN) 942-7777.// BT

Figure 3F

SECTION 4
DESERTERS/RETURNED DESERTERS/FAILED TO REPORT

4.0 GENERAL. This section provides procedures for proper reporting and administration of Deserters, Returned Deserters and Failed to Report personnel.

4.01 DECLARATION OF DESERTION. Per the MILPERSMAN, commands to which deserters are attached are responsible for timely and accurate submission of Declaration of Deserter Reports. These reports will be submitted on the 31st day of Unauthorized Absence (UA). If the 31st day falls on the weekend or holiday, submit on the first working day following the 30th day of UA.

4.02 ACCOUNTING FOR PERSONNEL. Account for Deserters in ACC 109, per the following:

a. Upon receipt of a Report of Declaration of Desertion Message and DD 553, the Navy Absentee and Collection and Information Center (NACIC) will change the ACC to 109. No attempts should be made by the PSD/Personnel Office to effect an ACC change.

b. The PSD/Personnel Office must monitor individuals in a deserter status to ensure the ACC changes, in both the EMF and NSIPS.

c. When a deserter's absence exceeds six months, NACIC will transfer the member's account to the Deserter UIC 41104. Once this action takes place, the PSD/Personnel Office is relieved of personnel accounting responsibility.

4.03 DECLARATION PROCEDURES. The following actions must be taken to declare an enlisted member a deserter:

a. Parent Commands will follow procedures outlined in MILPERSMAN.

b. PSD/Personnel Office will:

(1) Obtain from parent command the Report of Declaration of Desertion message, NAVSUP 29, and DD 553 upon declaration. Parent command should complete a NAVSUP 29 regardless if member

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had any personal effects. The portion on the form that lists personal effects will be marked none or not applicable.

(2) Access the NSIPS Legal panels and create a Record of Unauthorized Absence Report.

(3) Access the NSIPS Transient Tracking Panels to Set PLD and update status information as changes occur.

(4) Create separate case files for all personnel in a Deserter Status (ACC 109). Maintain copies of Report of Declaration of Desertion message, other messages that relate to the members deserter status, NAVSUP 29, DD 553, NAVPERS 1070/606, and letter of notification to primary next of kin. Maintain all required documentation for two years.

4.04 TRACKING PROCEDURES. Primary tracking responsibility rests with the PSD/Personnel Office having control of the individual's pay account/service record. Procedures to properly track personnel in a UA status should include the following:

a. Verify the NSIPS Record of Unauthorized Absentees Report daily and use as a tickler for submitting reports of desertion on the 31st day of UA and mailing service records on the 121st day of UA. Additionally ensure all pay and allowances are stopped after the 10th day of UA and a letter is sent to the member's primary next of kin.

b. Verify the NSIPS TMTR continuously to ensure current and accurate information reflects.

c. Utilize the NSIPS Transient Tracking Panel to enter any updates as status changes occur. Figure 4A provides samples of information concerning specific ACC with PLD and remarks on the TMTR.

4.05 DECLARED DESERTER ERRONEOUSLY. Per MILPERSMAN, the parent command will notify NACIC and Defense Finance Accounting Service (DFAS) Denver, Colorado, by message, of erroneous declarations. Upon receipt, NACIC will remove the individual from the deserter list and FBI National Crime Information Center Wanted Persons File. PSD/Personnel Office will access the NSIPS Legal/

Court Memorandum panels and complete action under the Court Action panel to remove the erroneous mark of desertion from the permanent service record.

4.06 DESERTERS IN HANDS OF CIVIL AUTHORITIES (IHCA). Per MILPERSMAN, activities having knowledge of a deserter in the hands of civil authorities pending civil charges will notify NACIC immediately. NACIC will issue a military detainer and arrange escorts for pick up upon their return to military control. If the deserter is convicted and sentenced to confinement, NACIC will assign responsibility of the case to an area coordinator for review and appropriate action.

4.07 RETURNED ABSENTEES/DESERTERS. The MILPERSMAN provides guidance and specific reporting procedures required upon the return of absentees and deserters. The activity to which an individual is initially returned, or delivered to military control, will report the individual's return. Parent Commands will follow procedures outlined in MILPERSMAN. The PSD/Personnel Office will access the NSIPS Legal/UA Report/UA Determination panels and complete appropriate blocks, and update status information as changes occur via NSIPS Transient Tracking Panels.

4.08 TECHNICAL ARREST ORDERS (TAOs). Technical Arrest Orders are issued to a member who returns to a command other than the parent command, directing transfer from point of issuance to permanent duty station. An Official Endorsement to original funded orders will be issued if available, otherwise Standard Transfer Orders (STO) will be typed. This places the member in a technical arrest status to be transferred back to parent command. Determine the member's disposition and follow guidelines per the MILPERSMAN. Maintain a separate file of TAOs, with Page 13, Passenger Reservation Request (PRR), returned absentees/deserters message and other required documentation for two years.

4.09 "FAILED TO REPORT" ABSENTEES. Personnel under Permanent Change of Station (PCS)/TEM DU orders who fail to report must be researched and action taken per the MILPERSMAN and EDVRMAN. Per the MILPERSMAN, if a member has been transferred from the parent command and is determined to be a UA/Deserter, documentation

throughout the UA/deserter process becomes the responsibility of the gaining command to which member was directed to report.

a. PSD/Personnel Office/NSIPS activities will:

(1) Verify Prospective Gain (PG) Report to determine if there are expired prospective gains.

(2) Research status of expired prospective gains to ensure absence is not a result of modification or cancellation of orders.

(3) Verify the Enlisted Master File (EMF)/Officer Master File (OMF) to determine status of orders, actual detach date if available, authorized delay in reporting, etc.

(4) Contact transferring command to verify status of member and obtain substantiating documentation as appropriate. Submit failed to report inquiry via message per EDVRMAN as necessary.

(a) If member is still onboard parent command and will detach at a later date, obtain copy of order modification. Annotate PG report until order modification reflects or member reports onboard.

(b) When it is determined that orders have been cancelled, obtain copy of cancellation documentation. Submit request to the NSIPS Administrator that member be purged from the PG report.

(c) When it is determined that a member has reported onboard, however, gain is pending or has not posted to NSIPS and or EMF, take necessary action to ensure gain reflects. Submit request to the NSIPS System Administrator that member be purged from the PG report if member does not drop from the PG report once gain is posted.

4.10. PERSONNEL UNDER PCS/TEM DU ORDERS. Personnel who are under PCS/TEM DU orders and are determined to be in an Unauthorized Absence (UA) status, take action immediately per MILPERSMAN 1600-040, EDVRMAN, and NSIPS Help System.

a. Parent commands will follow procedures outlined in MILPERSMAN.

b. PSD/Personnel Office will:

(1) Access the NSIPS Gain panels to create a "Failed to Report" Gain. Offices without NSIPS will make a "Failed to Report" Diary entry.

(2) Prepare NAVPERS 1070/613 Administrative Remarks.

(3) Ensure that all pay and allowances are stoped on the 10th day of UA.

(4) Open a skeleton service record and request duplicate service record from NPC (PERS-324).

(5) Access the NSIPS Legal panel and create a Record of Unauthorized Absence Report.

(6) Access the NSIPS Transient Tracking Panels to Set PLD and update status information as changes occur.

c. Parent commands and PSD/Personnel Office refer back to Declaration of Desertion part 4.01 of this section for personnel who fail to report after 30 days.

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SAMPLE TRANSIENT TRACK (NSIPS PANELS FOR DESERTERS)

SCENARIO #1: Report of Declaration of Desertion, prepared by Parent Command is received.

NSIPS TRANSIENT TRACKING GENERAL PANEL:

ACC: 109	NACIC will effect change of ACC upon receipt of Report of Declaration of Desertion. Contact NACIC if ACC does not reflect.
----------	--

ACC EFFECTIVE DATE:	Entered by NACIC.
---------------------	-------------------

TRANSIENT TRACKING CODE:	Enter TTC code 63U.
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PLANNED LOSS DATE:	Set at 122 days from the commencement of UA.
--------------------	--

NSIPS TRANSIENT TRACKING MISCELLANEOUS PANEL:

DECLARED DESERTER DATE: 10/02/2001	UA DATE: 09/01/2001
------------------------------------	---------------------

REMARKS:	DECL DSTR (ENTER COMMAND AND DTG OF MESSAGE) MAIL RECORDS TO NACIC ON XXXXXX (ONE DAY PRIOR TO PLD).
----------	--

SCENARIO #2: Records of Deserter, mailed to NACIC.

NSIPS TRANSIENT TRACKING GENERAL PANEL:

PLANNED LOSS DATE:	Set at 182 days from commencement of UA.
--------------------	--

DATE RECORDS MAILED:	Enter date records mailed to NACIC.
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REMARKS:	RECORDS MAILED TO NACIC ON XXXXXX. (ON THE 181ST DAY OF UA. CONTACT NACIC IF MEMBER DOES NOT DROP OFF EDVR).
----------	--

Figure 4A-1

SAMPLE TRANSIENT TRACK (NSIPS PANELS FOR DESERTERS)

SCENARIO #3: Declaration of Returned Deserter received by parent command.

NSIPS TRANSIENT TRACKING GENERAL PANEL:

ACC: 390 - For personnel in ACC 3XX or 105 prior to desertion. ACC: 100 - For personnel not in ACC: 3XX or 105 prior to desertion.	NACIC will effect change of ACC upon receipt of Report of Return from Desertion.
ACC EFFECTIVE DATE:	Entered by NACIC.
TRANSIENT TRACKING CODE:	Enter appropriate code as applicable.
PLANNED LOSS DATE:	Set at 60 days from the return of UA.
REMARKS:	RTN DSTR (ENTER COMMAND AND DTG OF MESSAGE) CONTACT NACIC IF ACC DOES NOT REFLECT.

SCENARIO #4: Message received from Transferring Command, verifying transfer of member and "Failed to Report" status for DUTY OR FOR TEMPORARY DUTY. Gain has been submitted.

NSIPS TRANSIENT TRACKING GENERAL PANEL:

ACC: 101 - DUTY ACC: 351 - TEMDU	Gain should reflect ACC.
PLANNED LOSS DATE:	Set at 32 days from report not later than date, specified in message from transferring command.
REMARKS:	DECL DSTR XXXXXX (ONE DAY PRIOR TO THE PLD).

Figure 4A-2

SECTION 5
FOR FURTHER ASSIGNMENT (FFA)/FOR FURTHER TRANSFER (FFT)

5.0 GENERAL. This section provides guidance on proper procedures for the administration of personnel on board FFA and FFT. Availability procedures for FFA personnel and transportation requests for FFT personnel are covered in detail.

5.01 PERSONNEL ON BOARD TEMDU FOR FURTHER ASSIGNMENT. All naval commands are responsible for prompt and accurate submission of availability reports. The procedures outlined in ENLTRANSMAN, Chapter 18, provide the means by which the Navy can efficiently and expeditiously assign orders to transient personnel awaiting further assignment.

5.011 ACCOUNTING FOR PERSONNEL. Transient personnel awaiting further assignment are accounted for in ACC 320. Upon submission of an availability report, review the individual's status and determine whether the ACC should be changed to 320.

5.012 AVAILABILITY SUBMISSION. Specific attention is directed to the following:

a. Message Reporting. Refer to DMRSMAN, Section 15, for submission of Class "DZ" (utilize ONLY WHEN directed by the cognizant Availabilities Section). Class "F" (accession) reports are submitted in the format prescribed by ENLTRANSMAN, Chapter 18. Include items 1 through 9 on "DZ" availabilities and items 1 through 19 on "F" availabilities.

b. DMRS Reports. Submit reports (except Class "DZ" and "F") per the DMRSMAN.

c. NSIPS Reporting. Submit reports (except Class "DZ") using the NSIPS Availability Panel.

d. Enlisted Assignment Information System (EAIS). Submit reports (except Class "DZ") per the EAIS Users Guide if given access to use EAIS.

e. Limited Duty and Pregnancy Reporting. Submit class "YH" (period of LIMDU not requiring NPC approval), "YI" (period of

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LIMDU approved by NPC), and "DP" (pregnant member) via email to [EPMAC AVAILS@navy.mil](mailto:EPMAC_AVAILS@navy.mil).

(1) The remarks on all "YH" and "YJ" availabilities must contain a layman's description and International Classification of Diseases (ICD) code of the individual's physical condition, limitations, geographical limitations and the number of months LIMDU specified in medical board, LIMDU PRD, and family members location, if applicable. For overseas locations include in remarks, whether local treatment facilities can provide adequate medical care.

(2) The remarks on all "DP" availabilities must contain date member will reach 20th week of pregnancy and estimated delivery date.

f. Retain Files. Maintain separate files of messages, emails, availability reports, tracer actions, daily NSIPS Availability Submission Reports, and Availability ADTAK Tracking Reports as determined locally.

g. Availability Corrections. An availability report cannot be modified after it has been processed/posted. Any correction to the report requires cancellation of the initial availability and re-submission of the complete availability. Numerous availabilities received by NPC (PERS-40), EPMAC (Code 48), and NRPC (N41) are incorrect or have insufficient data, which lead to unnecessary delays in processing. Common errors are:

(1) Incorrect rate, name or SSN - Verify this information against the enlistment contract and EDVR/NSIPS.

(2) Insufficient data - Ensure required information is indicated. Refer to ENLTRANSMAN, Chapter 18, for examples.

(3) Availability submitted to the inappropriate Assignment Control Authority (ACA), incorrect code, or by an incorrect method.

h. Availability Cancellations. Reference the original report, and provide full identification of the individual and reason for cancellation.

5.013 AVAILABILITY TRACKING PROCEDURES (Tracer Action).

a. Message/DMRS/EAIS/LIMDU/Pregnancy reporting. Initiate tracer action per ENLTRANSMAN, Chapter 18, if orders are not received within 15 working days and every 10 days thereafter. Include availability information, items 1 through 9 on all tracer reports. Submit tracer action to NPC (PERS-40), EPMAC (Code 48) or NRPC (N41). Include TRANSMONUNIT NEW ORLEANS LA, as an information addressee. If orders are not received within 30 days, submit separate message to ACA and PERS-40 requesting status. Figure 5A provides a sample.

b. NSIPS reporting. Availability processing production reports will be printed daily. These reports include the Availability Feedback and Availability ADTAK Tracking, Availability Feedback and Availability Verification (Recruit Training Command (RTC) only), Status Verification Listing, the Statistical Summary Report, and the Transfer and Arrival Draft Listings. These reports are to be used as management tools for tracking Availabilities.

c. Tracer action. Prior to submission of any tracer action, verify status of availability if properly posted on EAIS. Tracer action will have no effect if the initial Availability has not posted in the EMF. Contact TMU (DSN: 678-1602/COMM 504-678-1602) for assistance if unable to verify/determine status of availability.

5.014 DISPOSITION UPON RECEIPT OF ORDERS. When orders are received, use Appendix A as a guide to determine proper accountability and comply with MILPERSMAN 1326-010.

5.02 PERSONNEL ON BOARD TEMDU FOR FURTHER TRANSFER. Personnel are received in an FFT status in one of the following ways:

a. The member reports to the homeport of a deployed unit or designated Aerial Point of Embarkation (APOE) for onward transportation.

b. The member was a prior FFA who received orders and anticipated transfer would exceed seven days but less than 30 days due to required screenings.

c. Transfer directed in a subsequent month.

d. One exception, submariners on board in a FFT status will transfer as directed by the Squadron/Group.

5.021 ACCOUNTING FOR PERSONNEL. Personnel on board FFT will be accounted for in ACC 330. Comply with MILPERSMAN 1326-010.

5.022 DISPOSITION OF FFT PERSONNEL. PSD/Personnel Office will:

a. Submit a Passenger Reservation Request (PRR), if required, by the next working day following receipt per MILPERSMAN 1326-010 for those personnel who report FFT to mobile units. If the Port Call directs transfer, effect the transfer.

b. Retain personnel in ACC 330 requiring additional screenings who will transfer within thirty days or the ultimate duty station has directed their retention or orders are received for transfer in a subsequent month.

c. Change ACC to 350 for personnel requiring additional screenings (i.e., sea duty, overseas, medical evaluations, security clearance, etc.) and the estimated completion of these actions is more than 30 days.

d. Access the NSIPS Transient Tracking Panels to change ACC and enter determined effective date as appropriate.

e. Use Appendix A as a guide to determine proper accountability. Figure 5B provides samples of information concerning specific ACC with the PLD and remarks on the NSIPS TMTR.

SAMPLE OF THIRTY-DAY TRACER ACTION MESSAGE

FM: PSD _____//
TO: APPROPRIATE ACA/PERS-40GG, EPMAC (EP47) OR NRPC (N41)//
INFO: TRANSMONUNIT NEW ORLEANS LA//TMU//
AND ANY INFORMATION ADDEE

UNCLAS//NO 1306//
MSGID/GENADMIN/(ORIGINATOR)//
SUBJ/AVAIL TRACER ACTION ICO GMGSN PAUL JONES, USN, 111-22-3333//
REF/A/RMG/PSD XXXXXXXZXXX01//
REF/B/RMG/PSD XXXXXXXZXXX01//
NARR/REF A IS ORIG AVAIL SUBMISSION. REF B IS INITIAL TRACER ACTION//

RMKS/1. REQ ADVISE STATUS OF REFS A AND B. PHONCON WITH TMU (XXXXXX)
INDICATES AVAIL VALID BUT ORDS NEITHER ISSUED NOR RECVD.//

Note:

1. All tracer action messages must be addressed to appropriate ACA and PERS-40GG.

Figure 5A

**SAMPLE TRANSIENT TRACKING (NSIPS PANELS FOR FFA)
NSIPS TRANSIENT TRACKING GENERAL PANEL**

Scenario #1: Received for further assignment pending availability processing for LIMDU orders. Submit an availability report via email to EPMAC Code-48.

ACC: 320	Gain should reflect ACC.
ACC EFFECTIVE DATE:	Gain should reflect effective date.
PLANNED LOSS DATE:	Set at 16 working days from date of availability submission.
REMARKS:	RPTD ONBD WITH MEDBD FOR XMOS LIMDU, YH AVAIL SUB XXXXXX. SUB TRACER ACTION XXXXXX.(15 working days from date of receipt and or date of availability submission.)

Scenario #2: Received pending medical board processing. Gained in ACC 355 at TPU San Diego. One week later, Medical board is received for 8 months LIMDU period, NPC approval not required. Change members ACC and submit an availability report via email to EPMAC Code-48.

ACC 320	Change ACC upon receipt of medical board.
ACC EFFECTIVE DATE:	Enter date medical board received.
PLANNED LOSS DATE:	Set at 16 working days from date of availability submission.
REMARKS:	PREV ACC 355, MEDBD RCVD XXXXXX FOR 8 MOS LIMDU. YH AVAIL SUB XXXXXX. SUB TRACER ACTION XXXXXX. (15 working days from date availability submitted.)

Scenario #3: Onboard in ACC 355, awaiting medical board processing. One week later, found fit for duty. FFD Medical board received and operational screening completed.

ACC 320	Change ACC upon receipt operational screening suitability package.
ACC EFFECTIVE DATE:	Enter date received operational screening.
PLANNED LOSS DATE:	Set at 16 working days from date of availability submission.
REMARKS:	FFD XXXXXX, YJ AVAIL SUB XXXXXX. SUB TRACER ACTION XXXX. (15 working days from date availability submitted.)

Figure 5B-1

**SAMPLE TRANSIENT TRACKING (NSIPS PANELS FOR FFA)
NSIPS TRANSIENT TRACKING GENERAL PANEL**

Scenario #4: Dropped from training to be transferred to the fleet as an undesignated striker or reclassified. Received for or status changed to TEMDU FFA.

ACC 320	Change ACC upon receipt of document from school command confirming availability action.
ACC EFF DATE:	Enter date member was dropped.
PLANNED LOSS DATE:	Set at 16 working days from date of availability submission.
REMARKS:	DROPPED FROM TRAINING XXXXXX XX AVAIL SUB XXXXXX. SUB TRACER ACTION XXXXXX. (15 working days from date availability submitted.)

Scenario #5: Availability submitted, however orders have not been received. Tracer action required.

PLANNED LOSS DATE:	Set at 11 working days from date of availability submission.
--------------------	--

REMARKS: Scenario 1	RPTD ONBD WITH MEDBD FOR XMOS LIMDU, YH AVAIL SUB XXXXXX. TRACER ACTION SUB XXXXXX. NXT TRACER XXXXXX (11 working days from date of receipt and or date of availability submission.)
------------------------	--

REMARKS: Scenario 2	PREV ACC 355, MEDBD RCVD XXXXXX FOR 8 MOS LIMDU. YH AVAIL SUB XXXXXX. TRACER ACTION SUB XXXXXX. NXT TRACER XXXXXX (11 working days from date availability submitted.)
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REMARKS: Scenario 3	FFD XXXXXX, YJ AVAIL SUB XXXXXX. TRACER ACTION SUB XXXXXX. (11 working days from date availability submitted.)
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REMARKS: Scenario 4	DROPPED FROM TRAINING XXXXXX XX AVAIL SUB XXXXXX. TRACER ACTION SUB XXXXXX. NXT TRACER XXXXXX (11 working days from date availability submitted.)
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Note: Refer to paragraph 5.013 of this section if orders not received within 30 days of initial availability report.

**SAMPLE TRANSIENT TRACKING (NSIPS PANELS FOR FFT)
NSIPS TRANSIENT TRACKING GENERAL PANEL**

Scenario #1: Orders received and transfer is anticipated in next seven calendar days.

PLANNED LOSS DATE:	Set at 8 days following date receipt of orders.
REMARKS:	ORDERS RCVD, TRANSFER DATE XXXXXX.

Scenario #2: Orders received directing transfer for subsequent month due to non-availability of berthing space.

ACC 330	Change ACC once it is determined that member will not TRF within 7 working days.
ACC EFFECTIVE DATE:	Enter date determination made.
PLANNED LOSS DATE:	Set at 1 day following anticipated transfer date.
REMARKS:	PREV 320, ORDERS RCVD XXXXXX, TRF DIR IN SUBSEQUENT MONTH. EST TRF DATE XXXXXX.

Scenario #3 Orders received, member on hold for further PCS suitability screening longer than 7 days.

PLANNED LOSS DATE:	Set at 31 days from duty status date.
REMARKS:	PREV 320, ORDERS RCVD XXXXXX, ON HOLD FOR PCS XXXXXXXX XXXXXXXX SCREENING. EST TRF DATE XXXXXX.

Scenario #4: Received onboard temporary duty for further transfer.

ACC: 330	Gain should reflect ACC.
ACC EFFECTIVE DATE:	Gain should reflect effective date.
PLANNED LOSS DATE:	Set at 1 working day following anticipated transfer date.
REMARKS:	FFT UIC XXXXX, PRR SUB XXXXXX EST TRF DATE: XXXXXX.
REMARKS:	FFT UIC XXXXX, PRR SUB XXXXXX. HOLD UNTIL UNIT RETURNS (REF: XXXXXXXZXX01) EST TRF DATE: XXXXXX.

Figure 5B-3

SECTION 6
RECRUIT/NAVY VETERAN (NAVET)/STUDENT ADMINISTRATION

6.0 GENERAL. This section provides guidance for the proper personnel administration of Recruits, Navy Veterans (NAVETS) and Students.

6.01 RECRUIT TRAINING. RTC, Great Lakes, receives newly inducted personnel for initial military training. Due to the unique nature of recruit training, special accounting and tracking procedures apply.

6.011 RECRUIT ACCOUNTING. Recruits are accounted for in ACC 340 with the following exceptions:

- a. Personnel sent Home Awaiting Orders (HAO ACC 381).
- b. Personnel sent home on Admin Leave (ADMIN LV ACC 382).
- c. Personnel In Hands of Civil Authorities (IHCA ACC 392).
- d. Personnel sent on Appellate Leave (APP LV ACC 393).
- e. Personnel Awaiting NROTC Recall (ACC 350).

6.012 RECRUIT TRACKING PROCEDURES. Tracking of recruit personnel requires a special interface between the RTC and the PSD. In support of that relationship, attention is directed to the following:

- a. RTC will:

(1) Monitor, track and expeditiously remove individuals from the transient pipeline. Personnel placed on medical hold for more than 30 days should be referred for medical evaluation and medical board action initiation if necessary, otherwise, member will be returned to full duty.

(2) Review weekly the TMTR listing for all personnel in ACC 340 who have been on board greater than 12 weeks. This report identifies personnel delayed in the recruit training

pipeline. Advise PSD where disparities exist and provide justification explaining why members are on board greater than 12 weeks.

(3) Compare personnel on board more than 12 weeks, listed on the RTC EDVR with those listed on the TMTR. Determine if the EDVR lists personnel on board not reflected on the TMTR. Note disparities and report them to the PSD and request status of member.

b. The PSD will:

(1) Verify a recruit reported for each record listed on the TMTR.

(a) Verify the status to ensure timely removal from the transient pipeline by either graduation from recruit training or separation from the naval service.

(b) Identify erroneous records of individuals who did not report on board and submit a request to NPC (PERS-312G) to purge the record.

(c) Identify records that reflect incorrect date received in EMF, but correct date in NSIPS, and will submit letter of correction to NPC (PERS-312G) with appropriate documentation.

(2) Change the status for personnel Home Awaiting Orders (HAO) to ACC 381 by creating and submitting a Transient Tracking event under Transient General Panel. Refer to TPAMAN, Section 9, for specific instructions.

(3) Change the status for personnel sent on ADMIN LV to ACC 382 by creating and submitting a Transient Tracking event under Transient General Panel. Refer to Section 9, for specific instructions.

(4) Change the status for personnel IHCA to ACC 392 by creating and submitting a Transient Tracking event under

Transient General Panel. Refer to Section 10 for specific instructions.

(5) Change the status for personnel sent on Voluntary Appellant Leave to ACC 393 by creating and submitting a Transient Tracking event under Transient General panel. Refer to Section 10 for specific instructions.

(6) Retain in ACC 340, personnel who are medically evaluated and placed on LIMDU. Refer to Section 3 for specific instructions.

(7) At the discretion of the Officer-in-Charge, gain personnel in ACC 340 to the Transient Tracking File (TTF) using the Transient Tracking Panel. Additionally, it is recommended that any person in ACC 340 for more than 12 weeks be gained to the TTF.

6.02 NAVY VETERAN (NAVET). NAVETS are personnel who have a break in service greater than 24 hours and will be accounted for in ACC 320. Submit Class "F" availability report upon creation of EMF record to reduce delay in subsequent transfer.

6.03 STUDENT ADMINISTRATION. For personnel on board Temporary Duty Under Instruction (TEMDUINS ACC 341)/Duty Under Instruction (DUINS ACC 342), the following is provided as specific guidelines for student administration.

6.031 STUDENT ACCOUNTING. School commands and servicing PSDs will follow these procedures to reduce delays in the student pipelines:

a. Awaiting Instruction. Account for personnel awaiting instruction in ACC 341 or 342. Avoid unnecessary delays and assign personnel in the first available course. Personnel performing general duties (i.e., food service, security duties, etc.) will not miss their class convening or transfer dates as a result of general duties.

b. Under Instruction. Account for personnel under instruction in ACC 341 or 342. If personnel are medically evaluated and medical board dictated, but the medical condition does not prevent continued training, track per Section 3. Do not change the ACC.

c. Interrupted from Instruction. Do not change the ACC for personnel interrupted from instruction. Personnel must remain in training whenever feasible. For instance, students will not normally be interrupted from instruction to await NJP for minor disciplinary infractions, which would not automatically result in disenrollment.

d. Use Appendix A as a guide to determine proper accountability and Figure 6A provides samples of information concerning specific ACC with the PLD and remarks on the TMTR.

6.032 STUDENT ATTRITION. Upon disenrollment from training, the following procedures will be adhered to:

a. Students will not be removed from training based upon the recommendation of the Academic Review Board (ARB). This board is a recommending body only. Approval/disapproval remains with the Commanding Officer or their designee.

b. The action of each ARB shall be documented on the Academic Review Board Record or appropriate record. If disenrollment is approved, the Student Permanent Drop Record (SPDR) or appropriate record will be completed. The date of the Commanding Officer's or their designee's signature establishes the administrative date of disenrollment. For Naval Education Training Command (NETC) activities, the elapsed time from the date of the review board to the date disenrollment is approved should be the next working day. For Naval Health Science Education and Training Commands, the elapsed time from date of the review board to the date disenrollment, is approved should not exceed three days.

c. Individuals should hand carry the drop package through

the disenrollment process to ensure appropriate signatures are obtained on all copies of the SPDR to avoid any unnecessary routing delays.

d. Transfer students disenrolled from any Nuclear Power Training immediately to the appropriate TPU/Others account per the MILPERSMAN.

e. Academic attrites must be reclassified expeditiously. Academic attrites will report to the classifier on the date of disenrollment. The classifier will document on the SPDR the date the individual reported for their interview and the date reclassification was completed. The classifier will retain a copy of the SPDR. The elapsed time from the date the individual reports to the classifier to the date reclassification completed should not exceed the next working day.

f. Attrites recommended for assignment to general detail during the re-interview will be made available for transfer on that date. PSDs should document the date disenrollment information is received.

g. Attrites who do not require re-interview will be made available for general detail on the date of disenrollment. PSDs should document the date disenrollment information is received for availability processing.

h. Reports of non-completion of required training and requests to modify orders for personnel previously ordered to an ultimate assignment should be forwarded to the ACA on the date the member is disenrolled. When applicable, submit rating conversion requests to NPC on date disenrolled. Retain copies of order modification and rating conversion requests with the drop record.

i. Student Control Offices must advise the PSD of disciplinary or medical drops upon occurrence to allow for submission of ACC changes. Immediately upon completion of disciplinary action, refer these personnel to the PSD for availability processing. Track personnel dropped or held for

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medical reasons to ensure timely completion of medical board processing or return to full duty. Additionally, advise PSD of subsequent status weekly.

6.033 RECORD KEEPING. Student Control will retain the entire drop package, which includes the training record, ARB record, SPDR, and other documents generated during training. Maintain these files separately for two years from other records.

6.04 AVAILABILITY SUBMISSION AND TRACKING PROCEDURES. Refer to Section 5, Articles 5.012 and 5.013 of this manual.

6.041 STUDENT AVAILABILITY REPORT. Availability reports for students must be submitted as follows:

a. No later than eight weeks prior to graduation for courses of instruction greater than eight weeks in length.

b. During the first week of instruction for courses of eight weeks or less.

c. For self-paced courses, submit availabilities eight weeks prior to graduation based on the average completion time for the course.

6.042 AVAILABILITY TRACKING PROCEDURES (TRACER ACTION).

a. Message/DMRS reporting. Initiate tracer action per the MILPERSMAN if orders are not received within 15 days of submission for immediate availabilities or two weeks prior to graduation for student availabilities. Initiate subsequent tracer action every 10 days thereafter. Include availability information, items 1 through 9 on all tracer reports. Submit tracer action to NPC (PERS-40GG), EPMAC (Code 48) or NRPC (N41). Include TRANSMONUNIT, NEW ORLEANS, LA as an information addressee. If orders for NAVET personnel are not received within 30 days, submit separate message to ACA requesting status.

b. NSIPS reporting. Initiate tracer action per daily report "AVAILS REQUIRING TRACER ACTION."

**NSIPS TRANSIENT MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION**

NOTE: The following remarks are recommended to update the Transient Tracking General Panel for personnel gained in ACC 34X.

Scenario #1: Received TEMDU to attend Recruit Training

ACC	340
PLANNED LOSS DATE	Set at 1 day following estimated date of graduation.
REMARKS	EST GRAD DATE: XXXXXXXX.

Scenario #2: Received TEMDU UNDER INSTRUCTION (Less than 20 Weeks)

ACC	341
PLANNED LOSS DATE	Set at 1 day following estimated date of graduation.
REMARKS	EST GRAD DATE: XXXXXXXX.

Scenario #3: Received DUINS (DUTY UNDER INSTRUCTION - 20 Weeks or more)

ACC	342
PLANNED LOSS DATE	Set at 1 day following estimated date of graduation.
REMARKS	EST GRAD DATE: XXXXXXXX.

Scenario #4: Student is interrupted or set back in training and issued new graduation date

ACC	341/342
PLANNED LOSS DATE	Set at 1 day after new anticipated graduation date.
REMARKS	INTERRUP OR SET BACK, EST GRAD DATES: XXXXXXXX.

Figure 6A

SECTION 7
PERSONNEL PENDING RESULTS OF A MEDICAL BOARD

7.0 GENERAL. This section outlines procedures for the proper reporting and administration of personnel pending results of a medical board. Basic responsibilities of the parent command, Naval Medical Center (NMC)/Naval Hospital (NAVHOSP)/Military Treatment Facility (MTF), and the servicing PSD/Personnel Office are discussed. These directives place the primary administrative responsibility with the PSD/Personnel Office holding the member's service record.

7.01 ACCOUNTING FOR PERSONNEL. Procedures contained within this section cover personnel in ACC 355 and personnel in other ACCs awaiting completion of a medical board (i.e., FORDU-ACC 100, FORDU TEMAC-ACC 103, AND FORDU LIMDU-ACC 105). Only those personnel in a TEMDU status and/or personnel transferred TEMDU to the TPU/Others account awaiting an outpatient medical board as authorized by the MILPERSMAN, will be accounted for in ACC 355, and only when notification is received of a pending medical board. ACC changes from 1XX to 355 are strictly prohibited.

7.02 MEDICAL BOARD PROCESSING/DISPOSITION. The MTF will notify the individual's parent command by message when a medical board is convened. The processing time for all medical boards from date of dictation to the date of signature by the Convening Authority (CA) will not exceed 20 calendar days. No medical board will exceed 30 calendar days from the dictation of the medical board report to the time the completed package is mailed. This includes the time it takes to obtain accompanying documentation such as Line of Duty Investigation (LODI) and Line of Duty Determination (LODD) reports or copies of clinical records. Disposition of medical boards are as follows:

a. For enlisted personnel, the MTF may locally authorize an initial period of Temporary Limited Duty (TLD) that totals up to eight months if the individual has no objections. If the individual rebuts, the medical board must be forwarded to PERS-821 for Departmental Review.

b. For enlisted personnel where the medical board recommends an initial period of TLD greater than eight months or the total TLD will exceed eight months, the MTF will forward the medical board for Departmental Review automatically.

c. For an officer recommended for a TLD period, regardless of the length, the MTF will forward the medical board for Departmental Review.

d. The MTF will forward cases directly to Physical Evaluation Board (PEB) where the individual's permanent fitness for duty is in question.

e. Per MANMED, Chapter 18, the MTF will convene a medical board when any physician, trained and certified to be a member of a medical board, determines that the member:

(1) Has a condition that may permanently interfere with their ability to fulfill the purpose of service on active duty.

(2) Is temporarily unable to perform full duty, but return to full duty is anticipated, and it is necessary to follow the patient for more than 30 days before final disposition is made, i.e., TLD boards.

(3) Who through continued military service would probably result in extended hospitalization or other close medical supervision, or be likely to aggravate an existing condition.

(4) Has a condition that includes the presence of mental incompetence such as incapability to manage personal and/or financial affairs.

(5) Requires permanent assignment limitations, (i.e., specific geographic assignment, etc.).

(6) Suffers significant illness or injury that may impact on future service, although the member may now appear physically qualified for full duty.

(7) Refuses reasonable medical, dental, or surgical treatment, and their ability to perform full duty may be suspect.

(8) Is an inactive reservist with an injury or illness incurred in or aggravated during a period of active service and the period of required treatment, rehabilitation, or convalescence is expected to exceed 12 weeks.

(9) Requires extensive or prolonged therapy.

7.03 DEPARTMENTAL REVIEW PROCESS. The Departmental Review Process is an administrative examination of the recommended disposition of the medical board report conducted at PERS-821 for active duty Navy personnel. This review is based on the clinical presentation with additional information submitted by the active duty member and other involved parties. This review may approve the recommended disposition or forward the case to PEB. If the case is forwarded to PEB, a message notification will be sent to all concerned by PERS-821.

7.04 PHYSICAL EVALUATION BOARD PROCESS. The mission of the PEB is to afford personnel their rights to a full and fair hearing; protect the interest of the government; maintain a fit military force; and appropriately compensate for those injuries/diseases incurred or aggravated while entitled to basic pay. Personnel in this status are evaluated by PEB to determine their fitness to perform the duties of their office, grade, rank or rating. Inability to perform these duties in every geographic location and under any conceivable circumstance or failure to qualify for special duty will not be the sole basis for findings of unfit. Personnel will not be found unfit if they can be expected to perform in an assignment appropriate to their grade, qualifications and experience. Personnel who continue to perform the normal duties of their office, rank, grade or rating until commencing processing for non-disability retirement or separation, shall be presumed as fit for duty.

a. When a medical board is received, PEB will convene a Record Review Panel to:

(1) Evaluate fitness for duty.

(2) Determine entitlement to benefits.

(3) Decide percentage of disability per Veterans Administration's Schedule for Rating Disability.

(4) Assign VA code(s).

(5) Assign a disposition code.

- (6) Consider a Line of Duty Determination.
- (7) Make a combat related determination.
- (8) Promulgate the preliminary findings letter.

b. Upon receipt of the preliminary findings from PEB, the Physical Evaluation Board Liaison Officer (PEBLO) will counsel the individual regarding the following options:

(1) If preliminary findings are **unfit for duty**, a member may:

- (a) Unconditionally accept the preliminary findings.
- (b) Conditionally accept preliminary findings.
- (c) Rebut the preliminary findings and request a formal hearing.

(2) If preliminary findings are **fit for duty** they may:

- (a) Unconditionally accept the preliminary findings.
- (b) Rebut the preliminary findings and request reconsideration.

(c) Rebut the preliminary findings and request a formal hearing. If the request for formal hearing is denied, the process ends.

c. An individual found unfit for duty who unconditionally accepts the findings and is awaiting final action on the case from the Secretary of the Navy, may request to be placed in a home-awaiting-orders status. The member's request must be approved by the Commanding Officer. It is not mandatory that the member be placed in this status and might be expedient and proper to retain the individual awaiting final action.

d. Personnel requesting formal hearings will be issued Temporary Additional Duty (TEMADD) orders by their parent command, to appear in person with counsel, before the board at

either the National Naval Medical Center, Bethesda or the Naval Medical Center, San Diego. Upon completion of the formal hearing, a member may:

(1) Unconditionally accept the findings of the formal hearing,

(2) Conditionally accept the findings of the formal hearing, or

(3) Petition the Director, Naval Council of Personnel Boards (DIRNCPB) for relief of final action.

e. Upon finalization, the individual's name is sent to NPC for discharge within 10 working days in CONUS and 15 working days outside CONUS. If the individual is still dissatisfied, they may submit a final appeal to the Board for Correction of Naval Records.

7.05 PERSONNEL AT NON-NAVAL MILITARY MEDICAL FACILITIES AWAITING LOCAL MEDICAL BOARD ACTION/DEPARTMENTAL REVIEW OR PEB. The ACC will not be changed from ACC 373 to ACC 355 for personnel assigned to non-naval military medical facilities who are/were inpatients and/or are receiving specialized treatment in an outpatient status and pending a local medical board/Departmental Review/PEB action. These individuals remain assigned to the Non-Naval Military Medical facility. It is the responsibility of the cognizant Naval medical facility to track the timeliness and submission of board action and advise the servicing PSD.

7.06 TRACER ACTION PROCEDURES. PSD/Personnel Office responsibilities:

a. Personnel awaiting copy of the Medical Board/Physical Evaluation Board cover sheet: Submit via message a weekly status request listing all personnel who reported onboard without a copy of the Medical Board. Weekly status request must be submitted to the Medical Treatment Facility (MTF), with information copy to PERS-821, BUMED Code 311, and TRANSMONUNIT. Personnel will remain on the weekly status request until a copy of the medical board is received onboard. Figure 7A provides a sample message.

b. For Personnel Awaiting Results of Departmental Review: Submit via message a weekly status request listing all personnel whose Medical Board has been forwarded for Departmental Review and results are not received onboard. Weekly status request must be submitted to PERS-821 with information copy to the MTF, BUMED Code 311 and TRANSMONUNIT. Personnel will remain on the weekly status request until the results of Departmental Review is received onboard. Figure 7B provides a sample message.

c. For Personnel Awaiting PEB Proceedings: Submit via message a monthly status request listing all personnel whose Medical Board has been referred to the PEB and findings are not received onboard. Monthly status request must be submitted no later than the first week of the month to the PEBLO at the MTF where the medical board was originated with information copy to the DIRNCPB, PERS-821, BUMED Code 311, and TRANSMONUNIT. Personnel will remain on the monthly status request until the results of PEB proceedings are received onboard. Figure 7C provides a sample message.

d. For Personnel Awaiting Final Action on PEB Findings: Submit via message a weekly status request listing all personnel who unconditionally accepted preliminary PEB findings and Final Action is not received onboard. Weekly status request must be submitted to PERS-821 with information copy to TRANSMONUNIT. Personnel will remain on the weekly status request until Final Action on PEB findings are received onboard. Figure 7D provides a sample message.

e. Use Appendix A as a guide to determine proper accountability.

SAMPLE MESSAGE OF REQUEST FOR COPY OF INITIAL MEDICAL BOARD

FM SERVICING PSD//OIC//
TO APPROPRIATE MTF//PAO//
INFO COMNAVPERSCOM MILLINGTON TN//PERS-821//
 BUMED WASHINGTON DC//MED-311//
 TRANSMONUNIT NEW ORLEANS LA//TMU//
UNCLAS//N06100//
MSGID/GENADMIN//
SUBJ/LOCAL MEDICAL BOARDS//
REF/A/DOC/EPMACINST 5000.3E/-//
REF/B/DOC/NAVPERS 15909G/-//
NARR/REF A IS TPAMAN CHAPTER 7 AND REF B IS ENLTRANSMAN CHAPTER
17//
POC/A J SAILOR/PN1/DSN 222 -2222/COMM 222-222-2222//
RMKS/1. PER REFS A AND B, REQ FORWARD COPY OF MEDBD ON FOL PERS:

NAME	SSN	UIC
------	-----	-----

Figure 7A

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SAMPLE MESSAGE OF REQUEST FOR STATUS OF DEPARTMENTAL REVIEW

FM SERVICING PSD//OIC//
TO COMNAVPERSCOM MILLINGTON TN//PERS-821//
INFO APPROPRIATE MTF//PAO//
 BUMED WASHINGTON DC//MED-311//
 TRANSMONUNIT NEW ORLEANS LA//TMU//
UNCLAS//N06100//
MSGID/GENADMIN//
SUBJ/DEPARTMENTAL REVIEW//
REF/A/DOC/EPMACINST 5000.3E/-//
REF/B/DOC/NAVPERS 15909G/-//
NARR/REF A IS TPAMAN CHAPTER 7 AND REF B IS ENLTRANSMAN CHAPTER
17//
POC/A J SAILOR/PN1/DSN 222 -2222/COMM 222-222-2222//
RMKS/1. PER REFS A AND B, REQ STATUS OF DEPT REVIEW ON FOL PERS:

NAME	SSN	UIC
------	-----	-----

Figure 7B

**SAMPLE MESSAGE OF REQUEST FOR STATUS OF PHYSICAL EVALUATION BOARD
PROCEEDINGS**

FM SERVICING PSD//OIC//
TO APPROPRIATE MTF//PEBLO//
INFO DIRNCPB WASHINGTON DC/JJJ//
 COMNAVPERSCOM MILLINGTON TN//PERS-821//
 BUMED WASHINGTON DC//MED-311//
 TRANSMONUNIT NEW ORLEANS LA//TMU//
UNCLAS//NO6100//
MSGID/GENADMIN//
SUBJ/PHYSICAL EVALUATION BOARD//
REF/A/DOC/EPMACINST 5000.3E/-//
REF/B/DOC/NAVPERS 15909G/-//
NARR/REF A IS TPAMAN CHAPTER 7 AND REF B IS ENLTRANSMAN CHAPTER
17//
POC/A J SAILOR/PN1/DSN 222 -2222/COMM 222-222-2222//
RMKS/1. PER REFS A AND B, REQ STATUS OF PEB PROCEEDINGS ON FOL
PERS:

NAME	SSN	UIC
------	-----	-----

Figure 7C

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**SAMPLE MESSAGE OF REQUEST IF FINAL ACTION ON PRELIMINARY PEB
FINDINGS ARE NOT RECEIVED**

FM SERVICING PSD//OIC//
TO COMNAVPERSCOM MILLINGTON TN//PERS-821//
INFO TRANSMONUNIT NEW ORLEANS LA//TMU//
UNCLAS//NO6100//
MSGID/GENADMIN//
SUBJ/FINAL ACTION ON PHYSICAL EVALUATION BOARD//
REF/A/DOC/EPMACINST 5000.3E/-//
REF/B/DOC/NAVPERS 15909G/-//
NARR/REF A IS TPAMAN CHAPTER 7 AND REF B IS ENLTRANSMAN CHAPTER
17//
POC/A J SAILOR/PN1/DSN 222 -2222/COMM 222-222-2222//
RMKS/1. PER REFS A AND B, REQ STATUS OF FINAL ACTION ON PEB
PROCEEDINGS FOR FOL PERS:

NAME	SSN	UIC
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Figure 7D

SECTION 8
HOSPITALIZATION OF NAVY PERSONNEL

8.0 GENERAL. This section provides guidance and procedures for the administration of personnel hospitalized TEMDU at Naval, Non-Military and Non-Naval Medical Treatment Facilities (MTF). Basic responsibilities of the Patient Affairs Office (PAO)/Medical Holding Company (MHC) and their interface with the servicing PSD are discussed.

8.01 HOSPITALIZATION IN A NAVAL MTF. The PAO is responsible for accounting and tracking of all hospitalized personnel. Personnel are admitted as in-patients to the MTF, or as outpatients to the MHC. MHCs are extended minimum-care facilities where active duty enlisted patients whose condition is such that they cannot return to full duty, are employed commensurate with their physical condition while completing medical treatment or medical board proceedings.

8.011 ACCOUNTING FOR PERSONNEL. Personnel under treatment are attached to the Patient/MHC account and accounted for as follows:

a. All officers will be detailed to the MTF by NPC upon receipt of the "Officer Hospitalization Report."

b. Enlisted personnel will be accounted for in ACC 370 in the MTF or ACC 371/355 in the MHC.

8.012 STATUS CHANGE CRITERIA. Procedures for status changes of enlisted personnel are contained in the MILPERSMAN. Procedures for officers are contained in the MILPERSMAN and SECNAVINST 1850.4. Specific attention is invited to the following:

a. An individual's commanding officer has the option of changing duty status of a member from TEMADD to TEMDU for enlisted personnel serving on sea duty (Type 2 or 4) and whose period of hospitalization exceeds 30 days.

b. Enlisted personnel serving on sea duty (Type 2 or 4) whose period of hospitalization is expected to be more than 60 days, or whose ship/unit is scheduled to depart the area for a

deployment of more than 60 days, will be transferred and assigned to the MTF/MHC in a TEMDU status.

c. Enlisted personnel serving on shore duty (Type 1, 3, or 6), whose period of hospitalization is expected to be more than 91 days, will be transferred and assigned to the MTF/MHC in a TEMDU status. This includes all personnel serving ashore for DUTY, DUINS, TEMDU, and TEMDUINS.

d. Personnel receiving hazardous duty or dive pay who are hospitalized as a result of injury during the performance of such duty, will remain in TEMADD status unless:

(1) Treatment is completed and they return to a permanent duty station.

(2) Found unfit for duty by appropriate medical authority.

(3) Three calendar months elapse, as defined by the Department of Defense Financial Management Regulations (DODFMR).

e. Enlisted personnel serving on shore duty (type 1, 3, or 6) ordered TEMADD for psychiatric evaluation or treatment with the determination by the treating psychiatrist that return to the parent command would aggravate their condition will be transferred TEMDU to the MTF/MHC regardless of the location of the parent command.

f. Enlisted personnel serving on shore duty (type 1, 3, or 6) that require extensive outpatient treatment for which commuting from the parent command would create undue hardship may be transferred in a TEMDU status to MTF/MHC.

g. An "Officer Hospitalization Report" (Report Control Symbol BUPERS 1301-13) will be submitted by the officer's parent command to PERS-821, the officer's detailer, and the MTF concerned upon hospitalization if:

(1) The officer is in receipt of PCS orders (discharge, release from active duty, resignation, or retirement).

(2) The probable duration of hospitalization will exceed 10 days.

(3) The officer's ship/unit will depart the immediate area.

(4) The hospitalization of the officer creates a need or probable need for replacement.

(5) Any other circumstance that the commanding officer considers such notification advisable (i.e., an officer in receipt of PCS orders being treated on an outpatient basis and unable to execute orders as written).

h. An "Officer Hospitalization Report" will be submitted by the Commanding Officer of the MTF to PERS-821 and the officer's detailer, upon hospitalization, if:

(1) The Officer is executing PCS orders whether in a leave or travel status, or TEMADD orders while en route to or returning from a TEMADD station.

(2) The Officer is en route to a first duty station under PCS orders to duty in excess of 30 days (Naval Reserve officers only).

i. Do not change the status of personnel requiring a Line of Duty Investigation (LODI) until a copy of the investigation is received by the cognizant MTF.

8.013 TRACKING PROCEDURES. Admission and disposition of personnel procedures are contained in the MILPERSMAN, ENLTRANSMAN, and OFFTRANSMAN. Specifically:

a. PAO/MHC will:

(1) Notify the individual's parent command by message upon determination to change the status of enlisted personnel to TEMDU. Figure 8A provides a sample.

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(2) Submit an "Officer Hospitalization Report" to PERS-821 and the officer's detailer upon hospitalization of an officer meeting the criteria of subparagraph 8.012g. Figure 8B provides a sample.

(3) Evaluate personnel in a medical hold status every two weeks.

(4) Prepare 60 day MEDHOLD message for personnel who will exceed 60 days in medical hold status and a medical board is not warranted. Figure 8C provides a sample.

(5) Verify the TMTR provided by the PSD weekly and report status changes immediately, and return annotated TMTR to PSD.

b. PSD will:

(1) Gain personnel TEMDU to the MTF/MHC as directed.

(2) Provide copy of the TMTR weekly to the PAO/MHC.

(3) File correspondence relative to the individual in the service record/case file.

(4) Use Appendix A as a guide to determine proper accountability. Figure 8E provides samples of information concerning specific ACC with the PLD and remarks on the TMTR.

8.02 HOSPITALIZATION AT NON-MILITARY/NON-NAVAL MTFs. Notify the Military Medical Support Office (MMSO) in Great Lakes, Illinois, DSN 792-3950/7 commercial (312) 688-3950/7 immediately of personnel hospitalized in a Non-Military or Non-Naval MTF. MMSO has direct cognizance over all personnel in this status and will direct specific actions.

8.21 ACCOUNTING FOR PERSONNEL.

a. Personnel hospitalized in a Non-Military MTF will be accounted for in the patient UIC of the designated Naval MTF in ACC 372.

b. Personnel hospitalized in a Non-Naval MTF will be accounted for in the patient UIC of the designated Naval MTF in ACC 372.

c. The MILPERSMAN and ENLTRANSMAN provide specific guidance for enlisted personnel hospitalized in Non-Navy/U.S. military medical facilities overseas. Orders will direct transfer to the responsible Navy overseas area commander, TEMDU under treatment at a uniform service medical facility in ACC 373 or TEMADD under treatment as appropriate.

d. Personnel hospitalized in a foreign medical facility will be transferred to the United States Consul for accountability. Notify BUMED (Code 31).

8.022 TRACKING PROCEDURES. Specific responsibilities are:

a. MMSO will:

(1) Upon notification, assume and delegate responsibilities to a Naval MTF/supporting PSD.

(2) Notify all commands concerned.

(3) Designate the Naval Hospital with a patient account responsible for the member.

(4) Designate the nearest Naval activity with a medical department for personal contact and liaison with the individual.

(5) Direct appropriate orders, endorsements, records and accounts to be forwarded to the PSD servicing the Naval MTF.

b. PAO's will:

(1) Prepare or obtain documents and reports required for proper administration. (i.e. LODI's, etc.).

(2) Coordinate release and transfer to an appropriate Naval MTF or VA Hospital.

(3) Upon hospitalization of an officer meeting the criteria of subparagraph 8.012g, submit an "Officer Hospitalization Report" to PERS-821 and the officer's detailer. Figure 8B provides a sample.

(4) Verify the TMTR provided by the PSD weekly and report status changes immediately.

c. PSD will:

(1) Gain personnel TEMDU to the MTF/MHC, as directed.

(2) Provide copy of the TMTR weekly to the PAO/MHC.

(3) File correspondence relative to the individual in the service record/case file.

(4) Use Appendix A as a guide to determine proper accountability. Figure 8E provides samples of information concerning specific ACC with the PLD and remarks on the TMTR.

8.03 DISPOSITION OF ENLISTED PATIENTS UPON COMPLETION OF HOSPITALIZATION/TREATMENT. Personnel in a non-ambulatory status will be retained on board the MTF patient account. The MILPERSMAN provides guidance for disposition of TEMDU personnel in an ambulatory status. Specifically:

a. MHCs will:

(1) Retain member in the MHC if berthing facilities are available. If berthing is unavailable, individuals may be assigned to the nearest TPU/Others activity in a TEMADD status awaiting medical board processing or other appropriate disposition. Management responsibilities will remain with the Naval MHC and is not transferred to TPU/Others activity.

(2) Advise the PSD of status changes.

(3) Provide a copy of the medical board cover sheet to the servicing PSD immediately after signature by the CA.

b. PSDs will:

(1) Change member's accounting status to ACC 355 when notified of Medical Board processing.

(2) Transfer the individual to the nearest TPU/Others activity not later than the next working day upon receipt of medical board cover sheet.

(3) Separate Fit For Duty (FFD) personnel having less than three months of obligated service and desiring not to reenlist per MILPERSMAN 1910-102.

8.04 DISPOSITION OF OFFICER PATIENTS UPON COMPLETION OF HOSPITALIZATION. Officer personnel previously detached from their last permanent duty station under orders from CHNAVPERS will be processed per MILPERSMAN 1301-010. Specifically:

a. Upon completion of treatment they shall be assigned TEMDU by the MTF to the nearest shore activity, local ship or afloat activity provided their services can be utilized and such ship or afloat activity is expected to remain in the immediate vicinity until PCS orders can be issued by NPC.

b. The MTF shall endorse the PCS orders issued by NPC detaching the officer from their last permanent duty station to direct the further TEMDU assignment. A copy of such endorsement shall be promptly forwarded to the officer detailer.

8.05 OFFICER AVAILABILITY REPORT. The report of an officer available for assignment/limited duty is assigned Report Control Symbol BUPERS 1301-5, Officer Availability Report. This report shall be submitted by the commanding officer of the MTF if the officer is an inpatient or by their commanding officer having temporary cognizance (TEMDU) over the officer. Figure 8D provides a sample.

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SAMPLE HOSPITALIZATION MESSAGE

FM MTF _____
TO PARENT COMMAND//JJJ//
INFO COMNAVPERSCOM MILLINGTON TN//453//
EPMAC NEW ORLEANS LA//40/44//
TRANSMONUNIT NEW ORLEANS LA//TMU//
PERSUPP DET _____ //JJJ//

UNCLAS //N06000//

SUBJ/HOSPITALIZATION ICO RATE/NAME/SSN//

MSGID/GENADMIN/MTF _____//

POC/NAME/RANK/DSN://

REF/A/DOC/BUPERS/01JAN90//

AMPN/ENLTRANSMAN CHAP 17, ART 17.02//

RMKS/ 1. STATUS OF SNM CHANGED FROM TEMADD TO TEMDU EFFECTIVE (HOUR/DATE).
REASON FOR CHANGE: EST PERIOD OF HOSP EXPECTED TO EXCEED TIME LIMITS EST BY
REF A. (OR PROVIDE APPROPRIATE GUIDELINE OR ARTICLE).

2. REQ TEMDU ORDERS (TO SPECIFIC UIC/PLA) AND DETACHMENT ENDORSEMENT EFF
(HOUR/DATE). FWD STO, TRF EVAL, DET END, SERPAHEL REC TO PERSUPP DET
_____.//

NOTE: ENSURE DIARY/NSIPS LOSS SUBMITTED.

Figure 8A

SAMPLE OFFICER HOSPITALIZATION REPORT

FM MTF _____ //PAO//
 TO COMNAVPERSCOM MILLINGTON TN//821// or CHNAVPERS WASHINGTON DC//PERS-
 (this will depend on the officer's designator code)//
 INFO TRANSMONUNIT NEW ORLEANS LA//TMU//
 MEMBER'S PARENT COMMAND//JJJ//

UNCLAS//NO6110//

SUBJ/OFFICER HOSPITALIZATION REPORT (REPORT CONTROL SYMBOL BUPERS 1301-13)//
 MSGID/GENADMIN/MTF _____//
 POC/NAME/RANK/DSN://
 RMKS/1. GRADE, FULL NAME, SSN/DESIGNATOR.

2. DUTY ASSIGNMENT WITHIN THE PERMDUSTA OR OTHER STATUS AT TIME OF HOSPITALIZATION.

3. CHNAVPERS ORDER NUMBER, DATE, AND TYPE OF ORDER, IF THE OFFICER IS IN RECEIPT OF PCS ORDERS.

4. COMPLETE NAME AND LOCATION OF MTF AT WHICH THE OFFICER IS HOSPITALIZED AND DATE TRANSFERRED TO OR RECEIVED BY THAT ACTIVITY.

5. NATURE OF ILLNESS OR INJURY. REPORT BY DIAGNOSIS CODE AS LISTED IN THE INTERNATIONAL CLASSIFICATION OF DISEASES, ADAPTED, IF AVAILABLE; OTHERWISE USE NONMEDICAL PHRASEOLOGY AND IN GENERAL TERMS DESCRIBE THE REASON FOR TREATMENT. THE REPORT SHALL BE MARKED "FOR OFFICIAL ONLY" PER SECNAVINST 5720.42E IF THE REPORT INCLUDE SENSITIVE INFORMATION REQUIRING PROTECTION (I.E., MEMBER HAS MENTAL AILMENT OR EMOTIONAL UNSTABLE) OR IT IS DEEMED IN THE BEST INTEREST OF THE PUBLIC. SHOULD THE REPORT INCLUDE INFORMATION WHICH REQUIRES PROTECTION IN THE INTEREST OF NATIONAL DEFENSE; IT SHALL BE CLASSIFIED PER OPNAVINST 5510.1H.

6. SOURCE FOR DETERMINING THE PROGNOSIS AND ESTIMATED LENGTH OF TREATMENT, I.E., BASED ON INFORMATION OBTAINED FROM THE MTF OR BASED ON A LOCAL MEDICAL OFFICER'S OPINION.

7. AN ESTIMATE OF THE PROBABLE DURATION OF TREATMENT THAT SHOULD BE BASED ON A MEDICAL OFFICER'S OPINION, IF POSSIBLE.

8. COMMANDING OFFICERS LOSING THE SERVICES OF AN OFFICER SHALL INCLUDE A DEFINITE RECOMMENDATION REGARDING DETACHMENT OF THE OFFICER FROM THE PERMANENT SHIP OR STATION. THE RECOMMENDATION SHALL STATE WHETHER THE OFFICER'S DUTIES CAN OR CANNOT BE ASSUMED BY OTHER AVAILABLE PERSONNEL, AND, IF NOT, A BRIEF STATEMENT THAT A RELIEF IS REQUIRED BY A SPECIFIC DATE.//

Figure 8B

EPMACINST 5000.3E

SAMPLE SIXTY-DAY MEDICAL HOLD MESSAGE

FM MTF _____//PAO//
TO BUMED WASHINGTON DC//31//
INFO TRANSMONUNIT NEW ORLEANS LA//TMU//
EPMAC NEW ORLEANS LA //48//
PERSUPPACT/PSD _____ (as applicable)
(Designated medical holding company activity, if applicable)
(Other addees as deemed appropriate)

UNCLAS //N01306//
SUBJ/MEDICAL HOLDING COMPANY REPORT (MED 1306-1) (MED-31)//
MSGID/GENADMIN/MTF _____//
POC/NAME/RANK/DSN://
RMKS/1. RATE, FULL NAME, BRANCH, SSN, NEC:

2. LAST PERMDUSTA AND DATE TRF:
3. DATE RCVD: (SHOULD MEMBER BE READMITTED TO THE NAVHOSP AS AN INPATIENT FROM A MEDICAL HOLDING COMPANY PROVIDE: INITIAL MTF ADMISSION DATE, DATE RECEIVED IN MHC, DATE READMITTED TO MTF AND, IF APPROPRIATE, DATE READMITTED TO MHC PLUS SUFFICIENT REMARKS TO EXPLAIN THIS ACTION.)
4. DIAGNOSIS: (USE ICD-9-CM FOR THIS SUBMISSION.)
5. EXACT CIRCUMSTANCES REQUIRING RETENTION IN MEDICAL HOLD STATUS:
6. REASON A MEDICAL BOARD HAS NOT BEEN CONVENED: ("CONTINUING TREATMENT" WITHOUT AMPLIFICATION, IS NOT ACCEPTABLE.)
7. ESTIMATED DATE OF COMPLETION OF TREATMENT IN MHC: ("UNKNOWN" IS NOT ACCEPTABLE.)
8. GRADE, NAME OF HEALTH CARE PROVIDER: _____.

Figure 8C

SAMPLE OFFICER AVAILABILITY REPORT

FM MTF _____//PAO//
TO COMNAVPERSCOM MILLINGTON TN//821// or CHNAVPERS WASHINGTON DC//PERS-(this
will depend on the officer's designator code)//
INFO TRANSMONUNIT NEW ORLEANS LA//TMU//
MEMBER'S PARENT COMMAND//JJJ//

UNCLAS//N01305//
SUBJ/OFFICER AVAILABILITY REPORT (REPORT CONTROL SYMBOL BUPERS 1301-5)//
MSGID/GENADMIN/MTF _____//
POC/NAME/RANK/DSN://
RMKS/1. GRADE, FULL NAME, SSN/DESIGNATOR.

2. A SPECIFIC STATEMENT THAT THE MEDICAL BOARD REPORT IS BEING SUBMITTED.
3. A STATEMENT CONCERNING PHYSICAL FITNESS FOR FULL DUTY.
4. THE DISPOSITION OF THE OFFICER AND NUMBER OF DAYS LEAVE DESIRED.
5. THE RESULTS OF A FLIGHT PHYSICAL EXAMINATION, IF THE OFFICER IS A NAVAL AVIATOR, INDICATING PHYSICAL AND PSYCHOLOGICAL FITNESS FOR DUTY INVOLVING ACTUAL CONTROL OF AIRCRAFT AND A RECOMMENDATION FOR ASSIGNMENT TO A SERVICE GROUP.//

EPMACINST 5000.3E

**NSIPS TRANSIENT MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION**

Scenario #1: Received for TEMDU UNDER TREATMENT (INPATIENT AT NAVAL MTF)

ACC	370
PLANNED LOSS DATE	Set at 1 day following estimated date of release.
REMARKS	TEMDU UNDER TREATMENT (INPATIENT). EST DATE OF REL XXXXX.

Scenario #2: Received/Transferred TEMDU UNDER TREATMENT (MHC)

ACC	371
PLANNED LOSS DATE	Set at 31 days from date received.
REMARKS	TEMDU UNDER TREATMENT (MHC) REQ STATUS ON XXXXXX (60 DAYS FROM DATE OF RECEIPT/STATUS CHANGE).

Scenario #3: Received for TEMDU UNDER TREATMENT (HOSPITALIZED AT NON-MILITARY MTF)

ACC	372
PLANNED LOSS DATE	Set at every eight days.
REMARKS	TEMDU UNDER TREATMENT (HOSPITALIZED AT _____).

Scenario #4: Received for TEMDU UNDER TREATMENT (HOSPITALIZED AT NON-NAVAL MILITARY)

ACC	373
PLANNED LOSS DATE	Set at every eight days.
REMARKS	TEMDU UNDER TREATMENT (HOSPITALIZED AT _____).

Figure 8E

SECTION 9
TEMDU FOR SEPARATION (TEMDU SEPS)
HOME AWAITING ORDERS (HAO)/ON ADMINISTRATIVE LEAVE (ADMIN LV)
ADMINISTRATIVE SEPARATION (ADSEP) PROCESSING

9.0 GENERAL. This section provides procedures for the proper reporting and administration of personnel TEMDU Pending Separation, Home Awaiting Orders (HAO)/on Administrative Leave (ADMIN LV) and those individuals being processed for administrative separation. Basic responsibilities of the parent command and servicing PSD/Personnel Office are discussed.

9.01 TEMDU FOR SEPARATION (TEMDU SEPS). Personnel transferred to a separation activity in a TEMDU status for separation include: Transfer to the Fleet Reserve (FLTRES), Retirement, Medical, Disciplinary, those personnel associated with a decommissioning activity, normal separation at the expiration of enlistment and personnel processed by overseas or deployed units. MILPERSMAN 1910-102, 1910-812, 1920-010 and ENLTRANSMAN Addendum A, provide general policy guidance on personnel transferred for separation.

9.011 ACCOUNTING FOR PERSONNEL. Personnel reporting on board for TEMDU SEPS will be accounted for in ACC 380.

9.012 SEPARATION DELAYS. Delays in the separation processing may occur due to non-completion of a separation physical or the failure to complete Transition Assistance Management Program (TAMP). The separation physical must be completed prior to discharge, separation or release from active duty, however, TAMP can be waived per OPNAVINST 1900.2. Ensure retain files contain a copy of all separation documents per ENLTRANSMAN, Addendum A.

9.013 REENLISTMENT AT SEPARATION ACTIVITIES. Personnel who reenlist at a separation activity will have their ACC changed from 380 to 320. Submit an immediate availability upon member's reenlistment. The member will be tracked per Section 5 until transferred.

9.014 EXTENSIONS OF ENLISTMENT WHILE ATTACHED TO SEPARATION ACTIVITIES. Extensions of enlistment are only authorized per MILPERSMAN 1160-040 with the exception of Perform to Serve

(PTS) (NAVADMIN 050/03). Applications submitted less than one month prior to EAOS/PRD will receive one review and the applicant is authorized to extend to await results. On date of submission of PTS change ACC to 350 and track per Section 11.

9.02 HOME AWAITING ORDERS (HAO). HAO is an administrative function that allows personnel to proceed home while awaiting the final action on their PEB case by the Secretary of the Navy. Only personnel who have unconditionally accepted the preliminary findings of the PEB discussed in Section 7 may proceed home and await separation orders. MILPERSMAN 1910-900 provides further guidance and procedures for personnel desiring HAO and establishes processing goals to support their expeditious removal from the Transient Pipeline.

9.021 ACCOUNTING FOR PERSONNEL. Personnel in an HAO status will be accounted for in ACC 381.

9.022 PROCESSING AND TRACKING. Upon receipt of an approved request from the member to proceed Home Awaiting Orders (HAO), the PSD/Personnel Office will:

- a. Obtain a copy of the unconditional acceptance of preliminary findings letter to be filed in the service record.
- b. Prepare separation documents that require the individual's signature. Member must sign separation documents prior to departure.
- c. Detach the member by an NSIPS Activity Loss.
- d. Complete NSIPS Activity gain once member has arrived home, completed the endorsement on orders and applicable travel claim is returned. These documents/events report the member in an HAO status and changes the ACC to 381. If required orders/endorsements and travel claim have not been returned within five working days plus travel time, contact the individual by the most expeditious means. Should separation/discharge authority be received before the return of the required documents, prepare applicable events/documents, as appropriate, to document the HAO status, and allow completion of actual discharge/separation immediately within the time frames directed.

e. After 30 days from the date of unconditional acceptance of the preliminary findings, submit tracer action to PERS-821 for personnel pending disability retirement and pending disability separation. Figure 7D provides a sample message.

9.03 ADMINISTRATIVE LEAVE (ADMIN LV). ADMIN LV is an administrative function that allows personnel to proceed home while awaiting separation/discharge authority due to ADSEP processing. This leave may be granted upon completion of ADSEP processing and the letter/message forwarded to NPC (PERS-83/84). Individuals must request administrative leave, as Commanding Officers do not have the authority to direct administrative leave. The MILPERSMAN provides further guidance and procedures.

9.031 ACCOUNTING FOR PERSONNEL. Personnel on administrative leave will be accounted for in ACC 382.

9.032 PROCESSING AND TRACKING. Upon receipt of an approved request by an individual for administrative leave, the PSD/Personnel Office will:

a. Obtain copies of the Notification Procedure Letter/Administrative Board Proposed Action Letter (NPL/ABPL) and administrative separation (ADSEP) letter/message if not previously provided by the customer command, and file in the service record, and

b. Prepare separation documents that require the individual's signature, and have member complete a request for ADMIN LV, which also explains their rights and responsibilities while in this status. Figure 9A is provided as an example.

c. Prepare UMIDS event SB01. All pay, allowances and allotments stop on date of departure or date of expiration of earned leave, as applicable.

e. After 60 days from the date the individual signs the NPL/ABPL, initiate tracer action directly to the customer command if discharge authority is not received.

9.04 ADSEP PROCESSING. The MILPERSMAN provides general policy guidance and procedures for administrative separation processing. Specific guidelines are:

a. In cases where the Commanding Officer has authority to approve discharge, the processing will be completed and discharge executed within 15 working days from the date the individual signs the NPL/ABPL.

b. In cases where an administrative discharge board is not held, but NPC approval is required, the case will be forwarded to NPC within 15 working days from the date the individual signs the NPL/ABPL.

c. In cases where an administrative discharge board is held, and NPC or SECNAV approval is required, the administrative discharge board will be completed and the case forwarded to NPC within 50 working days from the date the individual signs the NPL/ABPL.

9.041 ACCOUNTING FOR PERSONNEL. Personnel pending ADSEP will be accounted for in ACC 382. Do not change the ACC for personnel assigned in ACC 1XX. Personnel in confinement shall remain in ACC 391/392.

9.042 PROCESSING AND TRACKING. Personnel will not be held beyond their Expiration of Active Obligated Service (EAOS) for Administrative Separation (ADSEP) processing.

a. Parent commands will:

(1) Upon determination to process, immediately notify the servicing PSD/Personnel Office.

(2) Provide copy of the NPL/ABPL within seven days of notification and letter/message upon submission to the PSD/Personnel Office.

(3) To preclude any delays, arrange separation physical immediately upon decision to process for administrative separation.

(4) Track for timely receipt of discharge authority. Provide copy to the PSD/Personnel Office upon receipt.

(5) Verify the TMTR and notify the PSD/Personnel Office of any changes in status.

b. PSD/Personnel Office will:

(1) Upon receipt of notification to process (to include ADSEP memo/legal listing, etc.), update the NSIPS Transient Tracking Panel to change ACC to 382, if appropriate.

(2) Obtain copy of NPL/ABPL from customer command and annotate date of receipt.

(3) Follow-up with customer command within 30 days of receipt of NPL/ABPL to obtain copy of ADSEP package and 15 days thereafter.

(4) File copy of NPL/ABPL/ADSEP letter/message in service record.

(5) Follow-up with customer command after 60 days from the date the individual signed the NPL/ABPL if discharge authority is not received and 30 days thereafter.

(6) Upon receipt of discharge authority discharge/separate member as directed.

(7) Use Appendix A as a guide to determine proper accountability. Figure 9B provides samples of information concerning specific ACC's, PLD and remarks on TMTR.

ADMINISTRATIVE LEAVE REQUEST

NAME:

SSN:

PRIVACY ACT STATEMENT: "Under the authority of 5 U.S.C. 301, DOD Directive 1327.5 and MILPERSMAN 1050-390, information regarding your current and future leave address is requested in order to grant you leave which you have requested pending review of your administrative separation case. The information provided by you will become a permanent part of your service record. The information will be used to maintain an accurate record of your location to allow future communications."

Pending completion of my administrative separation, I hereby request that I be granted:

_____ Leave; or
_____ Leave until exhausted, then, leave without pay and allowances

My address while on administrative leave will be:

INITIAL

UNDERSTANDING

I understand that while on such leave I am still on active duty and subject to orders of competent naval authority.

I understand that I will remain on administrative leave until I am discharged, unless I am ordered to return for duty by proper authority.

I understand that if I am ordered to return to naval custody, I am responsible for returning at my own expense.

I understand that if I fail to return to naval custody after being so ordered, I will be declared a deserter and may be court-martialed and/or reprocessed for administrative separation upon my return to military jurisdiction.

I understand that I must advise my command of any change(s) of my address and the current address provided will be the one to which all official correspondence will be addressed.

Member's signature and date
Commanding Officer's signature
By direction and date

APPROVED/DISAPPROVED

**NSIPS TRANSIENT MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION
(TRANSIENT TRACKING REPORT - STUDENT/AVAILS/HUMS PANEL)**

Scenario #1: Received for TEMDU SEPS (PHYSICAL COMPLETED, TAMP COMPLETED)

ACC	380
PLANNED LOSS DATE	Set at eight days from date of receipt.
REMARKS	RECVD FOR SEP/DISCH. PHYS/TAMP COMPLETED. SEPARATION/DICHARGE DATE XXXXXX.

Scenario #2: RECEIVED FOR TEMDU SEPS (PHYSICAL NOT COMPLETED)

ACC	380
PLANNED LOSS DATE	Set at 3 working days after expected completion date of physical exam.
REMARKS	RECVD FOR SEP/DISCH. PHYS REQD. SKED: XXXXXXXXX (Upon completion of Physical Exam, separate within 2 working days).

Scenario #3: RECEIVED FOR TEMDU SEPS (TAMP NOT COMPLETED)

ACC	380
PLANNED LOSS DATE	Set at 3 working days after expected completion date of TAMP.
REMARKS	RECVD FOR SEP/DISCH. TAMP REQD. SKED: XXXXXXXXXX (Upon completion of TAMP, separate within 2 working days).

Scenario #4: RECEIVED FOR TEMDU SEPS (FLTRES, RETIREMENT, SSB/VSI/TERA)

ACC	380
PLANNED LOSS DATE	Set at 1 day following authorized Separation Date.
REMARKS	RECVD FOR (FLTRES, RET, SSB/VSI/TERA) EFF: XXXXXXXX).

Scenario #5: SENT HOME AWAITING ORDERS, AWAITING PEB PROCEEDINGS (APEBP)

ACC	381
TRACER ACTION DATE	Set at 30 days after the date of unconditional acceptance of findings.
REMARKS	HAO EFF XXXXXX. AWAITING DISCHARGE AUTHORITY. UNCONDITIONAL FINDINGS ACCEPTED ON XXXXXXXX.

Figure 9B

**NSIPS TRANSIENT MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION**

Scenario #6: MEMBER REQUESTS ADMIN LV (DISCIPLINARY RELATED)

ACC	382
PLANNED LOSS DATE	Set at 31 days from date of departure on ADMIN LV.
TRACER ACTION DATE	Set at 30 days after departure, to customer command for discharge authority.
REMARKS	ADMIN LV. LEAVE EVENT (UMIDS SB01) DTD XXXXXX.

Scenario #7: NOTIFICATION TO PROCESS FOR ADMIN SEPARATION

ACC	382
PLANNED LOSS DATE	Set at 31 days from Notification.
TRACER ACTION DATE	Set at 30 days after NPL/ABPL signed and forwarded.
REMARKS	ADSEP PROCESSING. NPL/ABPL RECVD XXXXXX. AWAIT ADSEP MSG/COVER LTR.

Scenario #8: NOTIFICATION TO PROCESS FOR ADMIN SEPARATION WITH ADMIN BOARD

ACC	382
PLANNED LOSS DATE	Set at 61 days from date individual signs NPL/ABPL.
TRACER ACTION DATE	Set at 60 days after NPL/ABPL signed and forwarded.
REMARKS	ADSEP PROCESSING. NPL/ABPL RECVD XXXXXX. ADSEP PKG RECVD XXXXXX. AWAIT DISCHARGE AUTHORITY.

Scenario #9: NOTIFICATION TO PROCESS FOR ADMIN SEPARATION

ACC	382
PLANNED LOSS DATE	Set at 31 days from last tracer action requesting discharge authority.
TRACER ACTION DATE	Set at 30 days after NPL/ABPL signed and forwarded.
REMARKS	ADSEP PROCESSING. NPL/ABPL RECVD XXXXXX. ADSEP PKG RECVD XXXXXX. AWAIT DISCHARGE AUTHORITY.

Figure 9B

SECTION 10
TEMDU PENDING DISCIPLINARY ACTION/CONFINEMENT
IN THE HANDS OF CIVIL AUTHORITIES/APPELLATE LEAVE

10.0 GENERAL. This section provides procedures for proper reporting and administration of personnel pending disciplinary action, confined in the hands of civil authorities, or on appellate leave. Basic responsibilities of the parent command and servicing PSD/Personnel Office are discussed.

10.01 TEMDU PENDING DISCIPLINARY ACTION. Per the Manual for Courts-Martial and OPNAVINST 5810.4/JAGINST 5810.1, the processing goals for various disciplinary actions are:

a. Ensure Non-Judicial Punishments (NJP) are processed expeditiously.

b. Complete Court-Martial from the date of preferral of charges to date of court as follows:

(1) Summary Court Martial, 11 calendar days

(2) Special Court Martial, 26 calendar days

(3) General Court Martial, 76 days

c. The Convening Authority (CA), the officer who directed the Court-Martial, is required to review the sentence resulting from the Court-Martial. Upon completion of this review, the CA must provide a written decision regarding the sentence by issuing a document called the CA's Action. During this review, the CA may disapprove a legal sentence in whole or in part; mitigate the sentence; and/or change a punishment, as long as the severity is not increased. The CA may also order a rehearing. The CA does not have the authority to approve punitive discharges, only the authority to suspend or disapprove them.

10.011 ACCOUNTING FOR PERSONNEL. Personnel on board TEMDU pending disciplinary action will be accounted for in ACC 390 with the exception of personnel on board TEMDU for Humanitarian Assignment (HUMS) (ACC 354) and LIMDU (ACC 105). In addition, personnel assigned to a transient account not associated with a brig while confined at another location in a TEMADD status will also be accounted for in ACC 390. Change a member's ACC to 390 if the primary reason for retention is disciplinary and charges have been submitted. If primary reason for retention is another reason and disciplinary status will be resolved within 10 days, retain member in the ACC that reflects the reason for retention in pipeline.

10.012 PROCESSING AND TRACKING:

a. Parent commands will:

(1) Immediately notify the servicing PSD/Personnel Office upon initiation of disciplinary proceedings.

(2) Verify the NSIPS TMTR and advise the PSD/Personnel Office of disparities.

b. PSDs/Personnel Offices will:

(1) Create and submit NSIPS Legal documents, Transient Tracking panels and per NAVADMIN 332/01 submit NAVPERS 1070/606 and/or NAVPERS 1070/607 to NPC(PERS-312G) not later than the next working day following receipt of required information.

(2) Use Appendix A as a guide to determine proper accounting category code.

10.013 PCS TRANSFERS NECESSITATED BY OR RESTRICTED DUE TO DISCIPLINARY ACTION. ENLTRANSMAN, Chapter 3, Article 3.026 states "When a member commits, or is accused of committing, a civil or military offense that necessitates the member's continued presence in the area for purposes of conducting civil or military hearing, trials, etc., the member will not normally be reassigned from the area. For the purposes of this article only, the following circumstances constitute reassignment:

- Transfer to a new duty station.
- Expiration of TEMADD orders from a parent activity away from the area, which would require the member's return to the parent activity's locale. (In circumstances involving military offenses only, returning member to parent command/activity for disciplinary action may be appropriate.)
- If member is attached to a mobile activity (ship, squadron, etc.) and the activity departs from the area.

NPC maintains strict control of transfers of this nature. Accordingly, requests for disposition instructions in such cases shall be forwarded via the chain of command to PERS-40. Requests on non-designated SN/FN/AN will be forwarded to EPMAC (Code 47), info PERS 40/83. Requests must include details of the circumstances surrounding the case and recommended course of action. In the event that a unit's departure is imminent, an Unless Otherwise Directed (UNODIR) message, including the aforementioned information, should be utilized." Figure 10A is a sample message sent to PERS-40/EPMAC to request to hold personnel on board pending disciplinary action/civil action or as a witness.

10.02 CONFINEMENT. BUPERSINST 1640.17D establishes the designation of places for Navy Court-Martial prisoners.

a. The Navy disciplinary confinement system comprises a three-tier system:

(1) TIER ONE: Local Brig, normally called water front brigs. Their primary mission is pre-trial detention, confinement of Court-Martial prisoners not awarded punitive discharges, confinement of Court-Martial prisoners with punitive discharges and adjusted release days of 30 day or less, and prisoners being returned to duty.

(2) TIER TWO: Consolidated Brigs (CONBRIGS). Their primary mission is the confinement of personnel with pending or approved punitive discharges and 31 days or more to serve or personnel subject to mandatory administrative separation processing, rehabilitation of individuals for future honorable

service and prisoners awaiting transfer to the Federal Bureau of Prisons. Two CONBRIGS exist, located in Miramar, California and Charleston, South Carolina.

(3) TIER THREE: Federal Prisons. The Federal Bureau of Prisons (BOP) will, with the approval of PERS-84, per MILPERSMAN 1050-310 through 1050-380, confine prisoners with punitive discharges with more than one year remaining on their sentence at time of transfer. Before requesting transfer to a federal prison, the CA's action must be received and initially reviewed by the Navy Clemency and Parole Board. The CONBRIG will issue a letter to the warden of the prison where the member will be confined. A sample format of this letter is provided in Figure 10B. Upon transfer, the Naval and Marine Corps Appellate Leave Activity (NAMALA) assumes accountability and responsibility for the prisoner. If the findings and sentences are set aside and a rehearing is ordered the prisoner will be returned to the appropriate TPU, Naval Station, or Naval Air Station that supports the authority that ordered the rehearing. PERS-84 will coordinate the physical transfer. Personnel returned for rehearing will be accounted for in ACC 390.

b. MILPERSMAN 1640-100 provides guidance regarding confinement of Naval personnel. When an individual is placed in or returned to confinement following Court-Martial sentencing the brig will receive a Report of Results of Trial signed by the trial counsel. After pretrial confinement has been credited and the time remaining to be served is 30 days or less or the individual is not awarded a punitive discharge and the parent command does not object to their return they shall be ordered to confinement in a TEMADD status. If the individual has 31 or more days remaining to be served or was awarded a punitive discharge or the parent command objects to their return they will be ordered to confinement TEMDU in ACC 391.

c. Only the local/waterfront brig will effect the transfer of personnel to CONBRIG.

d. Personnel confined because of Court-Martial action will either be returned to duty upon release, separated from the Naval service or sent on appellate leave. Appellate leave is leave in a non-pay status on active duty awaiting final review/appeal of a Court-Martial awarding a punitive discharge. Personnel may

request appellate leave effective the date of release if the CA's action is not received. Personnel will be sent on mandatory appellate leave effective the date of release if the CA's action is received and the punitive discharge is not suspended or disapproved. Personnel who do not request appellate leave will be retained at, or transferred to, the TPU/Others activity associated with the confinement site in ACC 390. Personnel will be placed on mandatory appellate leave upon receipt of the CA's action where the punitive discharge is not suspended or disapproved. Personnel transferred to a federal prison will have all necessary documents completed for mandatory appellate leave before transfer in case the review process is not completed before release.

10.021 ACCOUNTING FOR PERSONNEL. Personnel confined in a TEMDU status will be accounted for in ACC 391. Personnel attached TEMDU to a transient activity or student account while confined in a TEMADD status will be accounted for in ACC 390 on board their parent command. Personnel assigned to a permanent command ACC 1XX and confined in a TEMADD status will remain in ACC 1XX.

10.022 PROCESSING AND TRACKING. Specific confinement procedures are:

a. Transferring commands will:

- (1) Prepare appropriate TEMADD/TEMDU orders.
- (2) Complete, NAVPERS 1640/4, Confinement Order.
- (3) Furnish a Report of Results of Trial signed by the trial counsel to the brig for personnel placed in or returned to confinement following Court-Martial sentencing.

(4) Complete and deliver appropriate endorsements and records to the brig at the time of confinement.

b. Confinement Facilities will:

- (1) Verify whether personnel were delivered for confinement under the appropriate orders (TEMADD, TEMDU).

Provide orders and associated records to the PSD within five working days of receipt.

(2) Submit tracer action to the CA when the CA's action is not received within 60 days of court and every 30 days thereafter. Include Office of the Judge Advocate General (OJAG), the command's Immediate Superior in the Chain of Command (ISIC) and Type Commander (TYCOM) on second and subsequent tracer actions. Figure 10C provides samples. Upon receipt of CA's action, immediately forward a copy to the PSD.

(3) Convene a Brig Disposition Board to review the progress of personnel to provide recommendations regarding disposition upon release. For personnel processed for administrative separation complete in sufficient time to allow discharge on the date of release from confinement to meet OPNAV Brig-to-Gate policy.

(4) Provide availability information to the PSD in sufficient time to allow availability submission not later than three weeks before release.

(5) Per MILPERSMAN 1910-010 through 1910-100, process administrative separations within specified time frames. Provide a copy of the NPL/ABPL upon initiation of ADSEP processing and a copy of the letter/message to the servicing PSD upon submission to NPC.

NOTE: Confinement facilities can process administrative separation requests where NPC approval is required but CA's action has not been received. In the Letter of Transmittal note that the case is forwarded without CA's action and that CA's action will be forwarded to NPC upon receipt.

(6) Counsel personnel awarded a punitive discharge regarding appellate leave.

(7) Obtain separation physical while confined to allow separation or departure on appellate leave on the date of release.

(8) Notify the CA of a brig-to-brig transfer if it occurs before the CA's action is received. Upon receipt of the CA's action forward two copies to the commanding officer of the new confinement facility.

(9) Provide a Brig List to the PSD weekly.

(10) Review the NSIPS TMTR and notify the PSD of status changes, transfer of prisoners, and disposition of prisoners upon release in sufficient time to allow administrative processing before release.

c. PSDs will:

(1) Provide services to confinement facilities so that prisoners do not have to leave confinement.

(2) Indicate on the TMTR when the CA's action is not received.

(3) Annotate the date CA's action received. In cases where a punitive discharge was awarded at a Court-Martial and the CA approves the sentence, drop the individual from Navy strength effective on the date of CA's action. Create and submit NSIPS Legal panel, Navy Strength Loss panel on the next working day following receipt of CA's action.

(4) Validate the EDVR Report Section 3, against the Brig List from CONBRIG and NSIPS TMTR Brig Release Standard Report. These files must be in agreement.

10.03 PERSONNEL IN HANDS OF CIVIL AUTHORITIES (IHCA). Per MILPERSMAN 1600-020, the parent command assigned cognizance over an individual must maintain close liaison with civil authorities and commence administrative separation processing as warranted immediately upon conviction and sentencing. MILPERSMAN 1910-400 through 1910-414 provides guidance regarding administrative separation processing. Notify personnel in writing by issuance of the Notice of Notification Procedure Proposed Action or Notice of Administrative Board Proposed Action (NPL/ABPL). This notification will be personally delivered where possible or sent by certified mail return receipt requested or by equivalent form

if U.S. Mail service is not available at an address outside the United States. If the member does not return the NPL/ABPL and the Statement of Awareness in the allotted time, the individual who mailed the notification will prepare a Sworn Affidavit of Service by Mail per MILPERSMAN 1910-400 through 1910-414.

File this affidavit in the member's service record with Receipt for Certified Mail (PS 3800) and Document Return Receipt (PS 3811) available at local post offices.

a. If personally delivered, the respondent shall acknowledge receipt of the NPL/ABPL. If the member refuses to acknowledge receipt (i.e., Refused to Sign), annotate in the space provided for the member's signature.

b. The NPL/ABPL shall say that the action is suspended until a specific date (not less than 30 days from the date of delivery) to give the individual the opportunity to exercise their rights set forth in the NPL/ABPL. The name and address of the military counsel appointed by the commanding officer for consultation will be specified. If the individual does not reply by the deadline, their rights are considered waived and the case shall be submitted to NPC.

c. If the individual is entitled to, and requests an Administrative Board, they shall be notified that the board may proceed in their absence. If they fail to appear for any reason, including civil confinement, the case will be presented on their behalf by counsel for the individual.

d. Upon receipt of the authority to discharge in absentia, personnel confined in the United States will be discharged as directed by NPC. Personnel confined in prisons overseas will be discharged upon release as directed by NPC. Transfer these individuals to a CONUS separation activity per MILPERSMAN 1910-812 for discharge upon release from confinement.

e. Should the member be transferred for confinement to another facility out of the geographic area, immediately notify PERS-842 who will provide further guidance and direct transfer of administrative control, if appropriate.

10.031 ACCOUNTING FOR PERSONNEL. Personnel IHCA will be accounted for in ACC 392. Personnel attached FORDU, in ACC 1XX, and TD HUMS in ACC 354, must have the approval of PERS-84 and PERS-40HH, respectively, before effecting an ACC change.

10.032 PROCESSING AND TRACKING.

a. Parent commands will:

(1) Monitor the trial, conviction and sentencing.

(2) Initiate ADSEP proceedings as warranted per MILPERSMAN 1910-400 through 1910-414.

(3) Provide a copy of the NPL/ABPL when initiated and a copy of the letter/message request to the servicing PSD/Personnel Office upon submission to NPC.

(4) Verify the TMTR and provide the PSD with the current status.

(5) Provide a copy of the separation authority to PSD/Personnel Office upon receipt.

b. PSD/Personnel Offices will:

(1) Use Appendix A as a guide to determine proper accountability. Figure 10E provides samples of information concerning specifics ACC's, PLD and remarks on TMTR.

(2) File copies of the NPL/ABPL and ADSEP package in the service record.

(3) Discharge in absentia as directed by NPC.

10.033 DESERTERS IN HANDS OF CIVIL AUTHORITIES. Per MILPERSMAN 1600-070, any activity having knowledge of a deserter IHCA pending civil charges will notify Navy Absentee and Collection Information Center (NACIC) immediately. NACIC will issue a military detainer and arrange escorts for pick up upon release and return to military control. If the deserter is convicted and sentenced to confinement, NACIC will assign responsibility of the case to an area coordinator for review and appropriate action.

10.04 APPELLATE LEAVE. Appellate leave is leave in a non-pay status on active duty while awaiting final review/appeal of a Court-Martial awarding a punitive discharge/dismissal (officer separation equivalent to a Dishonorable Discharge). Any period of confinement awarded at Court-Martial must be served before commencement of appellate leave. There are two types of appellate leave:

a. Request for Appellate Leave may be requested by the member and is effective upon release from confinement. This is applicable only when the CA's action has not been received. The officer exercising General Court-Martial authority or Special Court-Martial authority based on the type of conviction is the approving authority for request appellate leave. Request appellate leave may be approved provided:

(1) Confinement awarded has been served.

(2) The parent command has submitted a Court-Martial Progress Report with the individual's NAVSO 5815/2 Request for Restoration/Clemency, or NAVSO 5815/4 Waiver of Clemency Review, per SECNAVINST 5815.3H. Progress reports submitted must contain a neuropsychiatry evaluation or psychiatric summary and DD 1476 Prisoner's Admission Summary Data; DD 1477 Prisoner's Progress Summary Data; DD 1478 Prisoner's Summary Continuation Sheet; and DD 1479 Prisoner Assignment and Clemency Board Action as appropriate. Submit these documents to the Naval Clemency and Parole Board, 801 N. Randolph St., Suite 905, Arlington, VA 22203-1989. File copies of the NAVSO 5815/2 or NAVSO 5815/4 in the service record.

(3) The individual requesting appellate leave provides his/her own transportation to the leave address selected.

b. Mandatory Appellate Leave is required for individuals upon release from confinement when the CA's action has been received and the punitive discharge has not been suspended or disapproved. Change the status of personnel on request appellate leave to mandatory appellate leave upon receipt of the CA's action. Notify the individual in writing of the change of status from request to mandatory appellate leave. Figure 10D provides a sample. The officer exercising General Court-Martial authority or Special Court-Martial authority based on the type conviction is the approving authority for mandatory appellate leave. Personnel placed on mandatory appellate leave will be provided transportation to their home of record or place from which called or ordered to active duty. Provide the least expensive mode of transportation available or pay an amount that does not exceed the cost to the government of transportation in kind per JFTR, paragraph U7506. Construct accounting data per The Financial Management Guide for Permanent Change of Station (PCS) Travel (BUPERSINST 7040.6) or Financial Management Guide for Permanent Change of Station (PCS) Travel (Reserve Personnel, Navy (RPN) (BUPERSINST 7040.7). Mandatory appellate leave will be directed only when confinement awarded has been served, and:

(1) For individuals who have not requested restoration to duty:

(a) The command must submit a Court-Martial Progress Report with the individual's NAVSO 5815/2 Request for Restoration/Clemency. If the individual waives clemency review submit a NAVSO 5815/4 Waiver of Clemency Review. Here, a Court-Martial Progress Report is not required and the case is forwarded to the local GCM convening authority for action and the individual will not be transferred to NAMALA. File a copy of the NAVSO 5815/2 or NAVSO 5815/4 as appropriate in the individual's service record.

(b) Progress reports must contain a neuropsychiatry evaluation or psychiatric summary, and DD 1476, 1477, 1478 and 1479 executed as appropriate.

(2) For individuals who have requested restoration to duty:

(a) The command must submit a Court-Martial Progress Report with the individual's NAVSO 5815/2 per SECNAVINST 5815.3H. The progress report must include a neuropsychiatry evaluation or psychiatric summary, DD 1476, 1477, 1478 and 1479 executed as appropriate.

(b) In a General Court-Martial (GCM) conviction where the GCM convening authority has not placed the individual on appellate leave their command may request the individual be placed on mandatory appellate leave. The request must cite justification and based on the facts surrounding the case the GCM convening authority will render a decision.

NOTE: Personnel with a positive leave balance and in an active pay status may be granted leave with pay and allowances not to exceed the amount of leave accumulated to date plus any leave earned while in a full-pay-and-allowance leave status. This leave is taken in conjunction with Appellate Leave. Personnel serving a sentence that includes unsuspended, partial forfeiture of pay will receive only that portion that is not forfeited. Pay and allowances will stop effective the day following the last day of ordinary leave. PSD should stop allotments in sufficient time to prevent overpayment.

Although not in a pay status, personnel on request appellate leave count against Navy Strength until the PSD/Personnel Office creates and submits the NSIPS Navy Strength Loss event or DMRS 950 TAC (Administrative Loss to Navy Strength). While on appellate leave personnel and their family members remain eligible to receive medical, dental, exchange, commissary and base privileges. Additionally, personnel may be entitled to all pay and allowances due in the event of death and SGLI benefits up to 120 days after separation. Additional guidance is provided in MILPERSMAN 1050-310 through 1050-380.

10.041 ACCOUNTING FOR PERSONNEL. Personnel on request/mandatory appellate leave will be accounted for in ACC 393.

10.042 PROCESSING AND TRACKING.

a. Parent commands will:

(1) Submit tracer action to CA's when action is not received within 120 days of court and every 30 days thereafter for individuals on request appellate leave. Include the Office of the Judge Advocate General (OJAG), the command's Immediate Superior in Charge (ISIC) and Type Commander (TYCOM) on second and subsequent tracer actions. Figure 9C provides a sample.

(2) Upon receipt of the CA's action, provide a copy immediately to the PSD and initiate action to change the member's status to mandatory appellate leave (if the discharge is not suspended or disapproved). Figure 9D provides a sample.

(3) Verify the TMTR and notify the PSD of disparities, and status changes.

b. PSDs will:

(1) Complete all actions required by the MILPERSMAN. MILPERSMAN articles 1050-310 through 1050-380 provide checklists of required actions, decision logic tables and required correspondence. All requirements in these articles must be completed before detaching personnel on request or mandatory appellate leave. In addition, NSIPS Legal events must be submitted as follows:

(a) NSIPS Legal panel to report release from confinement.

(b) NSIPS Transient tracking panel to change the ACC and update the TMTR.

(c) NSIPS Legal panel to report receipt of the CA's action if received.

(d) NSIPS Navy Strength Loss panel to report the administrative drop from Navy strength.

(e) NSIPS Activity Loss panel to transfer the member's record and account to NAMALA.

(2) Indicate on the TMTR when the CA's action is not received. Annotate date CA's action is received.

(3) Use Appendix A as a guide to determine proper accountability. Figure 10E provides samples of information concerning specifics ACC's, PLD and remarks on TMTR.

10.043 APPELLATE LEAVE PROCESSING FOR OVERSEAS COMMANDS/DEPLOYABLE UNITS. Per MILPERSMAN 1050-120, personnel in a disciplinary status are not authorized leave in a foreign country. Therefore personnel assigned outside the continental United States (including Hawaii) and deployed units being separated under Other Than Honorable (OTH) conditions will be transferred to a major separation activity as directed in MILPERSMAN 1910-812. As an exception, personnel assigned in the central or western Pacific area whose home of record is Hawaii or Guam may be processed for Appellate Leave at Naval Station, Pearl Harbor or Guam. Request guidance from the Navy and Marine Corps Appellate Leave Activity (NAMALA), at DSN 325-0100 or commercial (202) 685-0100, for personnel who are not citizens of the United States or hold dual citizenship.

10.044 TRAVEL OF FAMILY MEMBERS AND SHIPMENT OF HOUSEHOLD GOODS. For personnel stationed outside the continental United States, dependent travel and shipment of household goods is authorized or approved to the home of record when the General Court-Martial (GCM) or Special Court-Martial (SPCM) authority determines such action is in the best interest of the government per the JFTR. For personnel stationed in the continental United States, travel and shipment of household goods may be authorized by the CA if deemed in the best interest of the government and the family, per JFTR U5370-J1. Shipment of household goods is not authorized for personnel in the continental United States without dependents.

10.045 ADMINISTRATIVE TRANSFER OF PERSONNEL TO THE NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY (NAMALA). NAMALA assumes administrative accountability for all personnel on appellate leave per MILPERSMAN Article 1050-310 through 1050-380 provided the CA's action approves an unsuspended punitive discharge (enlisted) or dismissal (officer). NAMALA will assume jurisdiction over suspended punitive discharges/dismissals only when the suspension has been properly vacated.

10.046 PUNITIVE DISCHARGE DISAPPROVED/SUSPENDED BY CONVENING AUTHORITY. In instances where the punitive discharge is disapproved or suspended by the CA, the CA should indicate whether to recall the individual from appellate leave and restore to duty, discharge the member by reason of Expiration of Enlistment or Convenience of the Government per MILPERSMAN 1910-104 or 1910-120, or process for administrative separation per MILPERSMAN 1910-010 through 1910-100.

10.047 PUNITIVE DISCHARGE OVERTURNED DURING REVIEW PROCESS. In instances where the punitive discharge is set-aside during the review process, NAMALA will effect the separation. In some instances, personnel will be recalled and directed to report to a specific TPU/Others account for availability processing or administrative separation.

**SAMPLE LETTER FROM NAVY CONFINEMENT FACILITY TO
WARDEN, FEDERAL CONFINEMENT FACILITY**

From: Commanding Officer, U.S. Navy Confinement Facility
To: Warden, Federal Confinement Facility

Subj: TRANSFER OF PRISONER FROM U.S. NAVY CONFINEMENT FACILITY TO CONFINEMENT FACILITY IN FEDERAL BUREAU OF PRISONS, CASE OF (RATE, NAME, SSN)

Encl: (1) Court-Martial order including Convening Authority's action

1. Subject naval member is transferred to your facility for long-term confinement as stated in enclosure (1). The convening authority of the court-martial has approved the sentence to a punitive discharge or dismissal and confinement in excess of one year.

2. The member will/will not receive Navy pay while confined.

3. For administrative purposes, the member is assigned to the Commanding Officer, Navy and Marine Corps Appellate Leave Activity (NAMALA), Bldg 111, 901 M Street SE, Washington Navy Yard, Washington, DC 20374-5083, phone (202) 685-0100 or DSN 325-0100.

4. The member signed a NAVPERS 1070/613 form for mandatory appellate leave prior to leaving the U.S. Navy confinement facility. Filling out this form is not authority to physically commence appellate leave until the period of confinement has been served, commuted, remitted, or suspended.

5. When appellate review is complete, and other required procedures have been completed, a DD 214, Certificate of Release of Discharge from Active Duty will be mailed to the member via the warden of the federal confinement facility.

6. Immediately upon the member's release from federal confinement, you are requested to mail a copy of this letter to Commanding Officer, Navy Appellate Leave Activity, Bldg 176, Washington Navy Yard, Washington, DC 20374-5083, informing them of date of release from prison and the member's forwarding address, if available.

7. If the member has not received a DD 214 prior to release from federal confinement, direct the member to report to a Navy Personnel Support Detachment to get an updated ID card and leave papers. Provide the member a copy of the letter to be used instead of the ID and leave papers until the member can get them.

Signature

Name

Title

Copy to:
CHNAVPERS (PERS-84)
CO, NAMALA

Figure 10B

EPMACINST 5000.3E

**CONBRIG/TPU'S SAMPLE MESSAGE FORMAT FOR REQUESTING
CA'S ACTION AFTER 120 DAYS AND SUBSEQUENT TRACER ACTION**

120 DAY TRACER

FM: CONBRIG _____/TRANSPERSUNIT _____/OO//
TO: (CA'S PLAIN LANGUAGE ADDRESS)//JJJ//
INFO: PERSUPP DET _____//JJJ//

UNCLAS//N01600//
MSGID/GENADMIN/CONBRIG_____/TPU_____/_____///
SUBJ/REQUEST FOR CONVENING AUTHORITY'S ACTION ICO (RATE/NAME/SSN) //
REF/A/MILPERSMAN 1050-310 THROUGH 1050-380//
AMPN/REF A REQUIRES TRACER ACTION WHEN CA'S ACTION HAS NOT BEEN RECEIVED//
RMKS/1. TO DATE, ORIG NOT IN RECEIPT OF CA'S ACTION. REQ ADVISE STATUS.
2. POC AT CONBRIG_____/TPU_____ IS RATE/NAME/SSN,
DSN_____.///

30 DAY SUBSEQUENT TRACER

FM: CONBRIG _____/TRANSPERSUNIT _____/OO//
TO: (CA'S PLAIN LANGUAGE ADDRESS)//JJJ//
INFO: (IMMEDIATE SUPERIOR IN COMMAND (ISIC))//JJJ//
(OFFICE OF THE JUDGE ADVOCATE GENERAL (OJAG))//JJJJ//
PERSUPP DET _____//JJJ//

UNCLAS//N01600//
MSGID/GENADMIN/CONBRIG_____/TPU_____/_____///
SUBJ/CONVENING AUTHORITY'S ACTION ICO (RATE/NAME/SSN)//
REF/A/MILPERSMAN 1050-310 THROUGH 1050-380//
REF/B/RMG/222222Z0CT93//
AMPN/REF A REQ TRACER ACTION WHEN CA'S ACTION HAS NOT BEEN RECEIVED. REF B IS
MY REQ FOR THE CA'S ACTION//
RMKS/1. TO DATE NO REPLY TO REF B RECVD. REQ ADVISE STATUS.
2. POC AT CONBRIG_____/TPU_____ IS RATE/NAME/SSN,
DSN_____.///

LETTER FORMAT FOR CHANGE OF STATUS TO MANDATORY APPELLATE LEAVE

5800
Code/Serial No.
(Date)

From: (Commanding Officer/Officer in Charge) (Command member last assigned to)
To: (Rate/Rank, Name, SSN, Address)

Subj: CHANGE OF STATUS TO MANDATORY APPELLATE LEAVE

Ref: (a) (Court-martial authority) (Special/General) Court-martial Order
Number _____, dated _____
(b) SECNAVINST 1050.1A
(c) JAGMAN 0152 (only if automatic reduction to E-1 is executed)

1. Reference (a) approved the punitive discharge awarded at your court-martial. Per reference (b), your status has changed from request appellate leave to mandatory appellate leave.

2. You have been reduced to pay-grade __ as ordered/executed in accordance with reference (a/c).

3. Keep your commanding officer updated of your current leave address. Your commanding officer is now Commanding Officer, Navy and Marine Corps Appellate Leave Activity, Bldg 111, Washington Navy Yard, 901 M St SE, Washington, DC 20374-5083.

4. You remain subject to orders of competent naval authority until discharged.

EPMACINST 5000.3E

**NSIPS TRANSIENT MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION**

Scenario #1: PENDING DISCIPLINARY (NJP) PROCESSING

ACC	390
PLANNED LOSS DATE	Set at 11 days from notification.
REMARKS	NOTIFIED XXXXXX, PENDING NJP.

Scenario #2: PENDING CIVIL CHARGES

ACC	390
PLANNED LOSS DATE	Set at 31 days from notification.
REMARKS	NOTIFIED XXXXXX, PENDING CIVIL CHARGES.

Scenario #3: PENDING COURT-MARTIAL

ACC	390
PLANNED LOSS DATE	Set at 31 days from notification.
REMARKS	NOTIFIED XXXXXX, PENDING COURT-MARTIAL.

Scenario #4: CA'S ACTION NOT RECEIVED OR RECEIVED FROM CUSTOMER COMMAND

ACC	391
PLANNED LOSS DATE	Set at 1 day following estimated release date from confinement.
REMARKS	CA's ACTION NOT RECVD or CA's ACTION RECVD XXXXXX.

Scenario #5: HELD OR CONFINED BY CIVILIAN/FOREIGN AUTHORITIES

ACC	392
PLANNED LOSS DATE	Set at 31 days from notification.
REMARKS	NOTIFIED XXXXXX, IHCA AT _____, PENDING CIVIL CHARGES.

Scenario #6: CONVICTED BY CIVIL COURT

ACC	392
PLANNED LOSS DATE	Set at 61 days from notification.
REMARKS	NOTIFIED XXXX, CONVICTED OF CIVIL CHARGES. AWARDED XXXX.

Scenario #7: SENT ON REQUEST APPELLATE LEAVE AND CA'S ACTION NOT RECEIVED

ACC	393
PLANNED LOSS DATE	020202
REMARKS	PREV ACC 391. DETACHED ON REQUEST APPELLATE LV XXXXXX. CA'S ACTION NOT RECVD.

Figure 10E

SECTION 11
OTHER CATEGORY 3XX PERSONNEL

11.0 GENERAL. This section provides guidance for accounting and administration of category 3XX personnel. Basic responsibilities of the parent command and servicing PSD/Personnel Office are discussed.

11.01 CATEGORY 3XX PERSONNEL ON STAFF ACCOUNTS. Personnel will not normally be assigned in a 3XX status to staff accounts. This will only be authorized when specifically directed by the appropriate ACA, TMU or EPMAC (Code 48). Changes to officer ACCs are not authorized unless specifically directed.

11.011 ACCOUNTING OF PERSONNEL UNDER CHNAVPERS/NPC ORDERS. Specific attention is directed toward the following:

a. MILPERSMAN 1320-060 provides guidelines for transferring officer personnel under orders. A request for modification must be approved by CHNAVPERS or NRPC.

b. MILPERSMAN 1320-060 provides guidelines for transferring enlisted personnel under orders. A request for modification must be approved by NPC, NRPC or EPMAC.

c. Ensign Stashes: OFFTRANSMAN, Chapter 5, provides guidance for newly commissioned officers temporarily assigned to an activity while awaiting initial entry level training where the period between commissioning and class convening date (including authorization of appropriate advance leave) is greater than 60 days. Upon commissioning, officers are assigned to appropriate entry level training. Exceptions are granted if Training Command (TRACOM) facilities are unable to accommodate the officer as a student. In this instance, the officer will be ordered to a TEMDU status (normally ACC 108 OR 150) at an activity whose mission is related to either the officer's specialty, recruiting, or training, before reporting FORDU, TEMDUINS or DUINS. Ensigns stashed for a period greater than 120 days should be assigned FORDU.

11.012 TRACKING PROCEDURES:

a. Parent commands will:

(1) Provide the servicing PSD/Personnel Office changes in status as they occur.

(2) Submit requests for order modification to CHNAVPERS/NPC, NRPC or EPMAC. Include the servicing PSD/Personnel Office as an information addressee and provide copies of modifications issued by CHNAVPERS/NPC, NRPC or EPMAC.

b. PSDs/Personnel Offices will:

(1) Review orders upon reporting including any detaching endorsement to determine the correct UIC and ACC.

(2) Use Appendix A as a guide to determine proper accountability. Figure 11A provides samples of information concerning specifics ACC's, PLD and remarks on TMTR.

11.02 HUMANITARIAN REASSIGNMENTS. Established guidelines are in the MILPERSMAN and OFFTRANSMAN. Personnel received for HUMS shall be assigned in ACC 354 if the assignment is less than six months. If specifically assigned by the detailee to a HUMS assignment for more than six months, place member in ACC 104.

11.021 REPORTING WHEN HARDSHIP IS ALLEVIATED OR CEASES TO EXIST PRIOR TO EXPIRATION OF TD HUMS. For enlisted personnel, when the hardship has been alleviated before completion of the period of TEMDU assigned, the activity to which the individual is assigned for TD HUMS will immediately submit an availability report, per ENLTRANSMAN, Chapter 18, to the ACA which originally assigned the individual (i.e., PERS-40HH, EPMAC, or NRPC, as applicable) and change ACC to 320. Figure 11B provides a sample submission of an availability report. For officer personnel, contact their detailee by message.

11.022 REASSIGNMENT OF PERSONNEL AT EXPIRATION OF TD HUMS. Personnel on TD HUMS will be considered for reassignment approximately one month prior to the scheduled completion of their temporary assignment. Six weeks prior to PRD the individual will be interviewed to determine if the hardship has been resolved. For enlisted personnel submit an "HD" availability report per the MILPERSMAN. For officer personnel, contact their detailee by message.

11.023 TRACKING PROCEDURES: PSDs/Personnel Offices will:

a. Submit availability report not later than six weeks prior to the member's PRD. These availabilities will be submitted to the appropriate ACA.

b. Ensure requests for humanitarian extension are submitted 4 weeks prior to the expiration of current humanitarian assignment. Ensure an availability report is enclosed with the extension request.

c. Establish and maintain effective communication with the parent command.

11.03 TEMPORARY DUTY FOR COMMISSIONING AND FITTING OUT (TEMUCFO). NPC (PERS-402D) is the placement monitor for surface ships under construction, conversion and reactivation. PERS-404 is the placement monitor for newly established aircraft squadrons or those squadrons transitioning to a new model aircraft. PERS-403 is the placement monitor for new construction submarines and new construction surface ship billets requiring nuclear power NECs. EPMAC (Code 47) assigns all non-rated/non-designated personnel to units under construction, conversion, reactivation or transition. Account for enlisted personnel on board TEMUCFO in ACC 352. Account for officers in the ACC assigned in their orders. Monitor the status of these personnel and change to ACC 100 when the activity is commissioned.

11.04 TEMPORARY DUTY PENDING EVALUATION BY LOCAL AUTHORITIES FOR SPECIAL DUTIES. MILPERSMAN 1210-010 through 1210-300 as well as ENLTRANSMAN 5.10 provides guidance for disqualification of personnel from special duties. The type of disqualification determines the method used. In no case will disqualification be used in lieu of appropriate disciplinary action. Personnel in the TPP&H and Student Pipeline pending disqualification from special duties will be accounted for in ACC 356. In instances where the disqualification is only a secondary administrative action to the primary reason for retention in the Transient Pipeline the primary status will be identified. The disqualification process will not take precedence over disciplinary processing (i.e., an individual pending disqualification and also disciplinary action will be accounted for in ACC 390).

a. The Parent Command will:

(1) Initiate processing immediately when recommending for disqualification from special duties.

(2) Notify the PSD in writing with both the date and reason for processing.

(3) Verify the TMTR provided by the PSD weekly and report status changes immediately.

(4) Make enlisted personnel who are disqualified for submarine duty, available for reassignment by using the message in Figure 11-C.

b. The PSD/Personnel Office will:

(1) Change the member's ACC to 356 upon notification of disqualification processing.

(2) Maintain close communication with the parent command to monitor the individual's status.

(3) Upon approval of disqualification take appropriate action (i.e., change ACC and submit appropriate availability).

(4) Use Appendix A as a guide to determine proper accountability. Figure 11A provides samples of information concerning specifics ACC's, PLD and remarks on TMTR.

11.05 TEMPORARY DUTY NOT OTHERWISE DEFINED. This ACC will ONLY be used as a last resort when no other ACC will properly describe the individual's status, when directed by higher authority, or as directed elsewhere in this manual. Circumstances may require an member in the TPP&H and Student Pipeline to undergo special screening/evaluation prior to removal from the pipeline. Typically, personnel in this status are awaiting completion of local actions, overseas or specialized screening, or NPC's decisions (i.e., Family Advocacy, forced rating conversion, PTS results) where required completion dates may not exist. Therefore, special care must be exercised in the administration and tracking of these personnel. Involvement by all levels of

the command are necessary to expedite removal of personnel from this status.

a. The Parent Command will:

(1) Expedite actions required to complete any special screening.

(2) Notify the PSD in writing with both the date and reason for processing.

(3) Forward cases that require higher-level determination immediately upon completion of local processing.

(4) Track all cases forwarded to a higher level for determination and initiate tracer action after 30 days and every 30 days thereafter if no response is received.

(5) Verify the TMTR provided by the PSD weekly and report status changes.

b. The PSD/Personnel Office will:

(1) Monitor status and maintain close communication with the customer command.

(2) Take actions as required upon resolution of the case.

(3) Use Appendix A as a guide to determine proper accountability. Figure 11A provides samples of information concerning specifics ACC's, PLD and remarks on TMTR.

**NSIPS TRANSIENT MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION**

Scenario #1: Is assigned under NPC orders to a staff account in a 3XX ACC.	
ACC:	Various
PROJECTED LOSS DATE:	Set at 1 day after PRD or estimated date of transfer.
Remarks:	ASSIGNED UNDER NPC TC/ORDER# XXXX.

Scenario #2: Received for Humanitarian Reassignment.	
ACC:	354
PROJECTED LOSS DATE:	Set at 7 weeks prior to PRD.
Remarks:	DETERMINE STATUS OF MEMBER'S HUMS (I.E., WILL MEMBER NEED EXTENSION).

Scenario #3: "HD" Availability submitted 6 weeks prior to PRD.	
ACC:	354
PROJECTED LOSS DATE:	Set at 16 working days from submission of availability.
Remarks:	SUB TRACER ACTION XXXXXX.

Scenario #4: Member requests Extension four weeks prior to PRD.	
ACC:	354
PROJECTED LOSS DATE:	Set at 31 days from date of submission.
EXTENTION SUBMISSION DATE:	Enter date of Extension submission.
Remarks:	MEMBER REQUESTS TD HUMS EXTENSION. SUBMIT TRACER ACTION XXXXXXXX.

Scenario #5: Orders received directing transfer.	
ACC:	354
PROJECTED LOSS DATE:	Set at 1 day following anticipated transfer date.
Remarks:	ORDERS RECVD, TRANSFER DATE XXXXXXXX.

Figure 11A-1

**MONITORING TRACKING REPORT
SCENARIO/ACC/PLD/REMARKS INFORMATION**

Scenario #6: Member is pending evaluation for disqualification from special duties.	
ACC:	356
PROJECTED LOSS DATE:	Set at 31 days after ACC change to 356.
DATE DISQUAL PKG SUBMITTED:	Enter the date the Disqualification package from special duties was submitted to BUPERS for determination.
Remarks:	PENDING DISQUALIFICATION, SUBMIT TRACER ACTION TO PARENT COMMAND ON XXXXXX.

Scenario #7: Member required to under-go overseas screening.	
ACC:	350
PROJECTED LOSS DATE:	Set at 31 days after ACC change to 350.
Remarks:	PENDING SCREENING FOR _____, SUBMIT TRACER ACTION TO PARENT COMMAND ON XXXXXXXX.

Scenario #8: Member placed on medical hold pending further transfer.	
ACC:	350
PROJECTED LOSS DATE:	Set at 31 days after ACC change to 350.
Remarks:	PENDING FURTHER MEDICAL EVALUATION. SUBMIT TRACER ACTION TO PARENT COMMAND ON XXXXXX.

EPMACINST 5000.3E

CLASS "H" - HUMANITARIAN ASSIGNMENT RELEASE AVAILABILITY

REPORT SUBMISSIONS:

- SUBMIT SIX (6) WEEKS PRIOR TO HUMS COMPLETION.
- CLASS "H" AVAILABILITY REPORTS MUST INCLUDE AVAILABILITY ITEMS ONE (1) THROUGH NINE (9). REFER TO ENLTRANSMAN, CHAPTER 18.
- FOR PERSONNEL WITH LESS THAN 24 MONTHS OBLISERV, INCLUDE IN THE AVAILABILITY REMARKS SECTION THE MEMBER'S OBLISERV INTENTIONS.

EXAMPLES: WILL OBLISERV FOR _____ MONTHS.
 WILL NOT OBLISERV.

NOTES:

1. Verify SSN
2. Availability Rate - Enter Rate.
3. Expected NEC, if none, enter "0000".
4. Class of availability - Enter two-position alphabetic code.
5. Availability date - The date the individual IS AVAILABLE TO TRANSFER.

Figure 11B

SUBMARINE DISQUALIFICATION NOTIFICATION FORMAT

FROM: (PARENT ISIC or delegated command)
 TO: COMNAVPERSCOM MILLINGTON TN//PERS-403//

INFO: *CINCLANTFLT NORFOLK VA//N-142//
 *CINCPACFLT PEARL HARBOR HI//N-7313//
 *COMSUBLANT NORFOLK VA//N14//
 *COMSUBPAC PEARL HARBOR HI//N14//
 EPMAC NEW ORLEANS LA//CODE 42//
 PARENT ISIC (if applicable)
 USS (last command of member)
 *As Applicable

UNCLAS//N01306//

SUBJ: SUBMARINE DISQUALIFICATION (PERS-403)

1. RATING, NAME, SSN, NEC DISQUALIFIED FROM SUB DUTY ON DATE BY REASON OF . SNM PERMANENTLY REMOVED FROM PERSONNEL RELIABILITY PROGRAM. SECURITY CLEARANCE REMOVED/REVOKED. RECOMMENDED/NOT RECOMMENDED FOR ASSIGNMENT TO SUBMARINE SUPPORT ACTIVITY.

NOTES:

1. The disqualification message should not be submitted until the submarine disqualification package has been forwarded to NPC (PERS-403).
2. Only applicable information in paragraph 1 need be submitted. Not all of the actions in the sample will be applicable in every case.
3. Personnel disqualified from submarine duty but not processed for discharge from the Naval Service will normally be assigned to a submarine support activity for a minimum of two years. Personnel unsuitable for such assignment should be processed for discharge from the Naval Service.
4. In case where NEC removal is being recommended for a reason other than drug abuse, for non-nuclear personnel, submission of NAVPERS 1221/1 is required per NAVPERS 18068 Section II (NECMAN).
5. Availability Report. After all administrative actions (i.e, Rating Change, NEC removal, PRP Decertification, Security Clearance removal/revocation, as appropriate), submit the enlisted availability to PERS-403 (and other necessary addressees) in accordance with the ENLTRANSMAN Chapter 18.
6. For Nuclear trained personnel, a NAPVERS 1221/1 must be submitted, for cases other than drug related disqualification, prior to submission of the disqualification message. Do not submit disqualification message or availability report until removal of NEC is approved.

Figure 11C

ACC DECISION LOGIC TABLE

ACC 105 DESICION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 105			
	and	then	and	then
1	FFD (EAOS greater than one year or desires to incur OBLISERV for orders),	retain in ACC 105, submit avail per ENLTRANSMAN, Chapter 18,	track avail per TPAMAN, Section 5.	
2	FFD, however, requires additional screening for operational duty,	retain in ACC 105, send member for operational duty screening IAW BUMEDINST 1300.2, if member passes Screening, submit avail per ENLTRANSMAN, Chapter 18,	track avail per TPAMAN, Section 5.	
3	FFD, and failed operational duty screening,	retain in ACC 105,	parent command must notify via message CNPC (PERS 40BB), BUMED (MED-02) and the ACA IAW ENLTRANSMAN Chap 3 & BUMEDINST 1300.2.	
4	FFD, however, requires further screening by N133D or PERS-403F (Nuclear and Submariner personnel)	retain in ACC 105,	comply with ENLTRANSMAN, Chapter 24.	see notes 1, 2 & 3
5	FFD and was previously in ACC 100 (Type 1, 3 or 6) and shore duty rotation date is greater than 3 months,	change to ACC 100 via NSIPS, effective on the date found FFD.		
6	FFD and is within 90 days of EAOS, and does not desire to incur OBLISERV for orders,	retain in ACC 105,	separate per MPM 1910-102.	
7	FFD and EAOS is greater than 90 days but less than one year and does not desire to incur OBLISERV for orders,	retain in ACC 105,	submit message to ACA (Info PERS-821) with details and request advise further disposition of member.	

ACC 105 DECISION LOGIC TABLE

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If an individual is assigned to an activity in ACC 105

	and	then	and	then
8	unfit for duty and case referred to PEB and accepts finding unconditionally,	request for HAO is approved,	prepare NSIPS events,	track per TPAMAN, Section 9.
9	unfit for duty and medical board referred to PEB and does not accept finding,	retain in ACC 105,	monitor to ensure timely response from PEB.	
10	status changes to pending ADSEP processing per MPM 1910-134 through 1910-164,	retain in ACC 105,	notify (PERS-821/83) if a PEB medical board has been forwarded to CPEB,	track per TPAMAN, Section 9.
11	FFD and have applied for/approved Ret/FLTRES date or are beyond HYT,	change ACC to 100,	execute expired Ret/FLTRES orders within 30 days per MPM 1830-040. Notify ACA of ACC change.	
12	FFD and member has been held beyond EAOs for medical treatment,	retain in ACC 105, reenlist or separate within 7 working days,	submit avail/notify ACA & (PERS-821) of member's intentions.	
13	FFD pending disciplinary action,	retain in ACC 105,		track per TPAMAN, Section 10.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely receipt of directions from PERS-403F or N133D. Take additional action as directed.
2. Do not submit an avail report in accordance with Enlisted Transfer Manual, Chapter 18.
3. Do not submit an avail report until directed by competent authority.

ACC 320 DECISION LOGIC TABLE

R U L E	If an individual is assigned to an activity in ACC 320			
	and	then	and	then
1	orders are received and will transfer within 7 days,	retain in ACC 320 and effect transfer,		see note 1.
2	orders are received, however, additional screenings (i.e., overseas, medical evaluation, security clearance, etc.) required prior to transfer and the estimated completion of these actions will be greater than 7 days but less than 30 days,	change ACC to 330 effective date determination made,	notify ULTDUSTA of delay and anticipated transfer date via message,	see note 1.
3	orders are received, however, additional screenings (i.e., overseas, medical evaluation, security clearance, etc.) required prior to transfer and the estimated completion of these actions will be greater than 30 days,	change ACC to 350 effective date determination made,	notify ULTDUSTA of delay and anticipated transfer date via message. Request ORDMOD of transfer month from ACA, if required.	see note 1 and track per TPAMAN, section 11.
4	avail was submitted, orders received and status changes to pending medical board,	cancel avail/orders, notify all concerned,	change ACC to 355 effective date of status change,	track per TPAMAN, section 7.
5	avail was submitted, orders received and status changes to pending disciplinary action,	hold orders in abeyance, notify all concerned,	change ACC to 390 effective date of status change,	track per TPAMAN, section 10.
6	PCS orders received directing a transfer in a subsequent month (i.e., orders received JAN01, orders direct TRF MAR01,	change ACC to 330 effective date orders received,		see note 1.



ACC 320 DECISION LOGIC TABLE

R U L E	If an individual is assigned to an activity in ACC 320			
	and	then	and	then
7	in receipt of LIMDU orders awaiting transfer, notification received (i.e. by message, SF 600 entry, or memorandum from Naval Hospital/Naval Medical Center) that a new medical board will be dictated indicating referral to PEB or Departmental Review,	change ACC to 355,	cancel orders and notify all concerned, retain member at the current command,	see note 1 and track per TPAMAN, section 7.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.

ACC 330 DECISION LOGIC TABLE

R	If an individual is assigned to
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U L E	an activity in ACC 330			
	and	then	and	then
1	received FFT to ULTDUSTA and will transfer within 30 days, or ULTDUSTA has directed personnel be retained, awaiting return to homeport,	retain in ACC 330, submit PRR, if required, and transfer, or retain onboard to await command's return to homeport,		see note 1.
2	has orders on board, however, additional screenings (i.e., overseas, medical evaluation, security clearance, etc.) required prior to transfer and the estimated completion of these actions will be greater than 30 days,	change ACC to 350 effective date determination made,	notify ULTDUSTA of delay and anticipated transfer date via message. Request ORDMOD of transfer month from ACA, if required.	see note 1 and track per TPAMAN, section 11.
3	status changes to preclude transfer (i.e., for reasons such as pending SEC CLRNC determination, forced rate conversion, PRT hold, short term medical care, etc.) and can not transfer within 30 days,	change ACC to 350 effective date of status,	notify all concerned of delay, anticipated transfer date or request order cancellation or modification as required,	see note 1 and track per TPAMAN, section 11.
4	status changes to pending medical board action,	cancel orders, notify all concerned,	change ACC to 355 effective date of status change,	see note 1 and track per TPAMAN, section 7.
5	status changes to pending disciplinary action,	hold orders in abeyance, notify all concerned,	change ACC to 390 effective date of status change,	see note 1 and track per TPAMAN, section 10.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.

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ACC 340 DECISION LOGIC TABLE	
R U L	If an individual is assigned to an activity in ACC 340

E				
	and	Then	and	then
1	graduates from training, but PCS orders have not been received,	change ACC to 320 via NSIPS effective on date of graduation,	track per TPAMAN section 5,	see note 1.
2	graduates from training, PCS orders received, reason for delay is awaiting PRR, additional screenings, or medical evaluation and the anticipated transfer will occur within 7 days of graduation,	retain in ACC 340 and transfer,		see note 1.
3	graduates from training, PCS orders received, reason for delay is awaiting PRR, additional screenings, or medical evaluation and the anticipated transfer will occur within 8 to 30 days from date of graduation,	change ACC to 330 via NSIPS effective on date of graduation,	track per TPAMAN, section 5,	see note 1.
4	graduates from training PCS orders are received, reason for delay is awaiting additional screenings or medical evaluation and estimated completion of these actions will be more than 30 days,	change ACC to 350 via NSIPS effective on date of graduation,	notify ULTDUSTA of delay and anticipated transfer date via message, modify orders if necessary.	see note 1.
5	graduates from training, PCS orders received directing transfer month subsequent to the month graduated (GRAD JUL01, orders direct TRF SEP01),	change ACC to 330 via NSIPS effective on date of graduation,	track per TPAMAN, section 5,	see note 1.

ACC 340 DECISION LOGIC TABLE	
R U L E	If an individual is assigned to an activity in ACC 340

	and	then	and	then
6	placed on LIMDU while under recruit training,	retain in ACC 340,	track per ENLTRANSMAN, chapter 24, and TPAMAN section 4,	see note 1.
7	found unfit for full duty and case referred to PEB,	retain in ACC 340,	track per TPAMAN, section 7,	see note 1.
8	found unfit for full duty, case referred to PEB and unconditionally accepts findings,	request for HAO approved,	prepare NSIPS events to change ACC to 381,	See note 1 and track per TPAMAN section 9.
9	sent home on admin leave,	change ACC to 382 via NSIPS effective the date sent on admin leave,	track per TPAMAN, section 9,	see note 2.
10	held by civil authorities,	change ACC to 392 via NSIPS effective the date of civil confinement,	track per TPAMAN, section 10,	see note 2.
11	released from confinement with punitive discharge directed, but CA has not acted, and individual requests APP LV,	change ACC to 393 via NSIPS effective the date of release,	track per TPAMAN, section 10,	see note 2.
12	released from confinement after CA's action received upholding sentence and punitive discharge and placed on mandatory APP LV,	change ACC to 393 via NSIPS effective the date of release,	track per TPAMAN, section 10,	see note 2.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure completion of required actions and subsequent transfer.
2. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.

EPMACINST 5000.3E

ACC 341/342 DECISION LOGIC TABLE				
If an individual is assigned to an activity in ACC 341/342				
R U L	and	then	and	then

E				
1	dropped from training for academic reasons and available for reassignment,	change ACC to 320 via NSIPS effective date of drop,	submit avail per ENLTRANSMAN Chapter 18,	See Note 1. For New Accession see Note 3. Track per TPAMAN, Section 5.
2	graduates from training, but PCS orders have not been received,	change ACC to 320 via NSIPS, effective on date of graduation,	track per TPAMAN, section 5,	See Note 1. See Note 3. (new accession)
3	graduates from training, PCS orders received and the only reason for delay is awaiting PRR and the anticipated transfer will occur within 7 days of graduation,	retain in ACC 341/342 and transfer,		See Note 1.
4	graduates from training, PCS orders received and the only reason for delay is awaiting PRR and the anticipated transfer will occur greater than 7 days from date of graduation,	change ACC to 330, via NSIPS, effective on date of graduation,	track per TPAMAN, section 5,	See Note 1.
5	graduates from training, PCS orders received directing a transfer month subsequent to the month graduated (i.e., GRAD JUL01, orders direct TRF SEP01),	change ACC to 330, via NSIPS, effective on date of graduation,	track per TPAMAN, section 5,	See Note 1.

ACC 341/342 DECISION LOGIC TABLE				
if an individual is assigned to an activity in ACC 341/342				
R U L E	and	then	and	then

6	graduates from training, orders received, however, additional screenings (i.e., overseas, medical evaluation security clearance, etc.) required prior to transfer and the estimated completion of these actions will be less than 30 days,	change ACC to 330 via NSIPS/DMRS, effective on date of graduation,	notify ULTDUSTA of delay and anticipated transfer date via message,	See Note 1 Track per TPAMAN, Section 5.
7	graduates from training, orders received, however, additional screenings (i.e., overseas, medical evaluation, security clearance, etc.) required prior to transfer and the estimated completion of these actions will be more than 30 days,	change ACC to 350 via NSIPS/DMRS, effective on date of graduation,	notify ULTDUSTA of delay and anticipated transfer date via message. Request ORDMOD of transfer month, if required.	See Note 1 Track per TPAMAN, Section 11.
8	received for training less than 20 weeks (ACC 341) with follow on duty station, and dropped from training for academic reasons,	change ACC to 330 via NSIPS effective date of drop,	request ORDMOD from ACA, info ULTDUSTA,	see note 1 and track per TPAMAN, section 5.
9	dropped from training for other than academic/disciplinary and not available for immediate transfer (i.e., medical/dental hold, security clearance hold, PRT hold, etc.),	change ACC to 350 via NSIPS effective on date of drop,	track per TPAMAN, section 11,	see note 2.

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ACC 341/342 DECISION LOGIC TABLE				
If an individual is assigned to an activity in ACC 341/342				
R U L E	and	then	and	then
	retained on	change ACC to	request authority	see note 2 and

10	board either after graduation or dropped from training as witness for pending court-martial, with no further disciplinary action pending,	350 via NSIPS effective either date of graduation or date of drop,	from NPC and ULTDUSTA to hold and anticipated transfer date and see MPM 1326-010,	track per TPAMAN, section 11.
11	dropped from training for disciplinary reasons, (to include civil charges)	change ACC to 390 via NSIPS/DMRS, effective date of drop,	if under orders notify all concerned,	see note 2 and track per TPAMAN, section 10.
12	graduates from training (ACC 341/342) awaiting further instruction at same location,	maintain on board in current ACC as directed by ACA, await new class convening date,	track per TPAMAN, section 6,	see note 1.
13	placed on LIMDU, medical condition does not prevent continued training,	retain in ACC 341/342,	track per TPAMAN, section 3,	see note 1.
14	medical board initiated and dropped from training,	change ACC to 355 via NSIPS/DMRS, effective date of drop,	track per TPAMAN, section 7,	see note 1.

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ACC 341/342 DECISION LOGIC TABLE				
if an individual is assigned to an activity in ACC 341/342				
R U L E	and	then	and	then
15	placed on LIMDU during training, graduates and has less than 90 days remaining on LIMDU,	change ACC to 350 via NSIPS/DMRS, effective date of graduation and request reevaluation from MTF,	track per TPAMAN, section 11,	see note 1.

16	placed on LIMDU during training, graduates and has more than 90 days remaining on LIMDU,	change ACC to 320 via NSIPS/DMRS, effective date of graduation and submit YH avail,	track per TPAMAN, section 5,	see note 1.
17	officers who have graduated from DUINS (ACC 342) and PCS orders received for transfer in subsequent month (i.e., GRAD SEP99, orders direct TRF OCT99),	retain on board in ACC 342,	track per TPAMAN, section 6,	see note 3.
18	officers who have graduated from DUINS (ACC 342) and orders not received,	retain on board in ACC 342 and send message to ACA requesting advise status of orders,	track per TPAMAN, section 6,	see note 3.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure completion of required actions and subsequent transfer.
2. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
3. When a NEW ACCESSION member in ACC 342 graduated or disenrolled from the curriculum, submit avail and retain member in ACC 342 until receipt of orders. When transfer orders are received and transfer date is within 7 days, retain in ACC 342. When transfer orders are received and transfer date is beyond 7 days, change to ACC 330.

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ACC 350 DECISION LOGIC TABLE				
RULE	and	then	and	then
1	information is received that changes status,	change ACC to appropriate ACC reflecting member's new status,		see note 1.
2	undergoing screening for overseas duty or special program/duty,	retain in ACC 350.		

3	not qualified for overseas duty or special program/duty after completion of screening,	notify all concerned. If required, request an ORDMOD. If an ORDMOD is required, change ACC to 320 via NSIPS effective the date of ORDMOD request,	if ACC changed to 320, track per TPAMAN, Section 5. If ORDMOD not requested retain in ACC 350 and await further instructions,	see notes 1 & 2.
4	placed on medical hold and upon further evaluation a medical board is initiated,	change ACC to 355 via NSIPS effective date of medical board determination,	track per TPAMAN. section 7,	see note 1.
5	previously assigned in ACC 105 and awaiting further screening (i.e., nuclear/SUB disqual),	retain in ACC 350,		see note 1.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
2. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely receipt of orders/ORDMOD.

ACC 354 DECISION LOGIC TABLE				
RULE	If an individual is assigned to an activity in ACC 354			
	and	then	and	then
1	request TD HUMS extension 4 weeks prior to expiration,	retain in ACC 354 and monitor to ensure extension is approved or disapproved,		see note 1.
2	TD HUMS has been resolved prior to expiration of HUMS PRD and is able to transfer,	change ACC to 320 and submit HD avail per ENLTRANSMAN, Chapter 18,	track avail per TPAMAN, section 5.	see note 1.
3	EAOS expires within six months after PRD of TD HUMS and request either an extension or reenlistment,	retain in ACC 354, submit request to NPC-40HH via Commanding Officer and ensure extension		see note 1.

		/reenlistment request is approved or disapproved,		
4	TD HUMS has been resolved and have applied for/approved retirement/FLTRES,	retain in ACC 354, notify ACA and NPC-40HH for further disposition,		see note 1.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.

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ACC 355 DECISION LOGIC TABLE				
RULE	If an individual is assigned to an activity in ACC 355			
	and	then	and	then
1	medical board received indicating assignment to LIMDU or FFD,	change acc to 320 via NSIPS effective date of medical board (regardless of SUBPAY or Special Duty Pay),	submit avail per ENLTRANSMAN, Chapter 18,	see note 1 and track per TPAMAN section 5.
2	medical board received indicating referral to Departmental Review,	retain in ACC 355,		see note 2.
3	departmental Review approves FFD or LIMDU period,	change ACC to 320 via NSIPS effective date of	submit avail per ENLTRANSMAN, Chapter 18,	see note 1 and track per TPAMAN,

		receipt of results,		section 5.
4	medical board received indicating unfit for duty and case referred to PEB,	retain in ACC 355,		see note 3.
5	unconditionally accepts the finding of PEB,	request for HAO approved,	prepare NSIPS events to change ACC to 381,	see note 1 and track per TPAMAN, Section 9.
6	physical disability separation MSG received from PERS-821 indicating separation date greater than 30 days (except those personnel approved HAO permanent LIMDU),	change ACC to 380 via NSIPS effective DTG of Physical Disability Separation MSG,		see note 1 and track per TPAMAN, Section 9.

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ACC 355 DECISION LOGIC TABLE				
RULE	If an individual is assigned to an activity in ACC 355			
	and	then	and	then
7	awaiting results of local medical board or rebutted the findings of medical board referred to PEB and status changes pending ADSEP processing per MPM 1910-134 - 1910-164,	change ACC to 382 via NSIPS effective date notified or NPL received,	notify PERS-821/832 only if medical board has already been forwarded for review,	see note 1 and track per TPAMAN, Section 9.
8	FFD and is within 90 days of EAOS, and does not desire to incur OBLISERV for orders,	change to ACC 380,	separate per MPM 1910-102.	

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
2. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure receipt of response from NPC (PERS-821). Submit tracer action as required.
3. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure receipt of response from PEB. Submit tracer action as required.

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ACC 356 DECISION LOGIC TABLE				
RULE	If an individual is assigned to an activity in ACC 356			
	and	then	and	then
1	disqualification is approved and member will remain in the same rating,	change ACC to 320 via NSIPS effective date of disqualification approval,	submit avail per ENLTRANSMAN, Chapter 18,	track per TPAMAN section 5.
2	disqualification is approved and rating conversion is required,	change ACC to 350 via NSIPS effective date of disqualification approval,	submit rating choice to ACA,	see note 1.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.

ACC 370 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 370			
	and	then	and	then
1	released from treatment and transferred to MHC for follow-on outpatient care,	gain to MHC UIC in ACC 371 or change ACC to 371 if MHC UIC is the same as the MTF,		see note 1.
2	released from treatment and transferred to MHC awaiting completion of local medical board,	gain to MHC UIC in ACC 355 or change ACC to 355 via NSIPS, effective date of release,	track per TPAMAN, section 7,	see note 1.
3	retained in an inpatient status and a medical board will be dictated for assignment to LIMDU,	retain in ACC 370 until receipt of medical board,	upon release, and receipt of medical board, transfer to nearest TPU/Others activity in ACC 320.	
4	retained in an inpatient status and a medical board will	retain in ACC 370 until receipt of medical board,	upon release, and receipt of medical board, transfer to	

	be dictated for referral to PEB,		nearest TPU/Others activity in ACC 355.	
5	transferred to a non-naval or non-military treatment facility for further treatment/evaluation,	change ACC to 372/373 as appropriate via NSIPS effective date of transfer,		see note 1.
6	FFD, within 90 days of EAOS, desires to separate,	retain at MTF and	separate per MPM 1910-102.	
7	released from treatment and found FFD,	transfer to nearest TPU/Others activity in ACC 320.		

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.

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ACC 371 DECISION LOGIC TABLE				
RULE	If an individual is assigned to an activity in ACC 371			
	and	then	and	then
1	released from MHC and FFD,	transfer to nearest TPU/Others activity in ACC 320.		track per ACC 320
2	released from MHC with medical board recommending assignment to LIMDU,	transfer to nearest TPU/Others activity in ACC 320,		see note 2.
3	released from MHC with medical board recommending referral to either PEB or	transfer to nearest TPU/Others activity in ACC 355,		see note 2.

	Departmental Review,			
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NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
2. Do not transfer this individual without a completed medical board cover sheet.

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ACC 372/373 DECISION LOGIC TABLE				
RULE	If an individual is assigned to an activity in ACC 372/373			
	and	then	and	then
1	released from a non-naval or non-military treatment facility and returned to naval MTF for inpatient treatment,	change ACC to 370 via NSIPS effective date of status change,		see note 1.
2	released from a non-naval or non-military treatment facility and returned to naval MTF for outpatient treatment,	gain to MHC in ACC 371 via NSIPS effective date of status change,		see note 1.
3	released from a non-naval or non-military treatment facility and returned to naval MTF to await the completion of medical board processing,	gain to MHC in ACC 355 via NSIPS effective date of status change,	track per TPAMAN, section 7,	see note 1.
4	retained at non-naval MTF undergoing specialized medical treatment or awaiting completion of	retain in ACC 373,		see note 1.

	medical board processing,			
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NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.

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ACC 380 DECISION LOGIC TABLE				
RULE	If an individual is assigned to an activity in ACC 380			
	and	then	and	then
1	received TEMDU SEPS without physical and/or HIV test,	retain in ACC 380, arrange physical/HIV test,	retained beyond EAOS,	see notes 1, 2 & 5.
2	received TEMDU SEPS without physical and/or HIV test, and unfit for separation, and medical board dictated,	change ACC to 355 via NSIPS effective date notified by medical authority,	track per TPAMAN, section 7,	see notes 1, 2 & 5.
3	received TEMDU SEPS without physical and/or HIV test, and medical status is undetermined, and placed on medical hold pending further evaluation/testing,	change ACC to 350 via NSIPS effective date notified by medical authority,	track per TPAMAN, section 11,	see notes 1, 2 & 5.
4	received TEMDU SEPS and elects to reenlist,	change ACC to 320 via NSIPS upon notification of intention to reenlist,	notify ACA of intention to reenlist,	see notes 3 & 4.
5	received TEMDU SEPS and placed on legal hold with charges referred to court-martial proceedings,	change ACC to 390 via NSIPS effective date notified by legal authority,	track per TPAMAN, section 10,	see notes 1 & 2.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
2. Notify PERS-82, for members approved for Retirement/Fleet Reserve, if unable to meet Retirement/Fleet Reserve date. Ref: MPM 1800-030 and 1800-040.
3. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely receipt of orders and subsequent transfer.
4. Reenlistment must be accomplished within 7 working days of receipt.
5. Prepare and forward a message to previous command info ISIC on non-compliance of completion of separation physical IAW MPM 1050-390.

ACC 382 DECISION LOGIC TABLE				
RULE	and	then	and	then
	request ADMIN LV per MILPERSMAN 1050-390,	retain in ACC 382,		see note 1.
2	on ADMIN LV awaiting ADSEP authority and COMNAVPERSCOM denies discharge, recalled to parent command,	retain in ACC 382 until physically returns or fails to return,	upon return to military control, change ACC 390 via NSIPS effective date of return,	see note 1 and track per TPAMAN, section 10.
3	on ADMIN LV awaiting ADSEP authority and NPC denies discharge, recalled to parent command,	retain in ACC 382 until physically returns or fails to return,	if failed to return within 30 days of official notification, declare a Deserter,	track per TPAMAN, section 4.
4	awaiting ADSEP authority and NPC denies discharge and directs retention,	change ACC to 320 via NSIPS effective the date of NPC notification,	submit avail per ENLTRANSMAN, Chapter 18,	see note 1 and track per TPAMAN, Section 5.
5	awaiting ADSEP authority and NPC denies discharge and directs probation and/or suspension,	change ACC 350 via NSIPS effective date of NPC notification, and obtain direction from ACA concerning assignment,	track per TPAMAN, section 11,	see note 1.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.

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ACC 390 DECISION LOGIC TABLE				
REL	If an individual is assigned to an activity in ACC 390			
	and	then	and	then
1	released from disciplinary hold (i.e., restriction, extra duty, etc.) and available for reassignment,	change ACC to 320 via NSIPS effective date of release,	submit avail per ENLTRANSMAN, Chapter 18,	see note 1 and track per TPAMAN, section 5.
2	released from disciplinary hold and ARB elects to reenroll in training,	change ACC to 341/342 via NSIPS effective date of reenrollment,	track per TPAMAN, section 6,	see note 1.
3	released from disciplinary hold and retained for reasons not otherwise defined by other ACCs (i.e., PRT hold, medical/dental hold, security clearance hold, etc.),	change ACC to 350 via NSIPS effective date of status change,	track per TPAMAN, section 11,	see note 1.
4	processed for ADSEP,	change ACC to 382 via NSIPS effective date notified or NPL/ABPL received,	track per TPAMAN, section 9,	see note 1.
5	assigned to TPU/Others activity that shares UIC with a brig and awarded confinement as a result of a court-martial,	change ACC to 391 via NSIPS effective date of confinement,		see note 1.
6	awarded confinement as a result of a court-martial	transfer to appropriate brig in	see section 10.02b.	

	and TEMDU Confinement Orders are required,	ACC 391,		
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NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.

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ACC 391 DECISION LOGIC TABLE				
RULE	If an individual is assigned to an activity in ACC 391			
	and	then	and	then
1	released from confinement with no punitive discharge authorized, and available for reassignment, but orders not received at time of release,	transfer to nearest TPU/Others activity or change ACC to 320 via NSIPS effective date of release. Notify ACA of transfer,	track per TPAMAN, section 5,	see note 1.
2	released from confinement with punitive discharge not directed, but is being processed for ADSEP, package forwarded to NPC, separation authority not received and requests ADMIN LV,	transfer to nearest TPU/Others activity or change ACC to 382 via NSIPS effective date of departure on ADMIN LV,	track per TPAMAN, section 9,	see note 3.
3	released from confinement with punitive discharge directed, CA has not acted and requests APP LV,	change ACC to 393 via NSIPS effective date of release,		see notes 2 & 3.
4	released from confinement with punitive discharge directed, but CA has not acted and elects not to take APP LV,	transfer to nearest TPU/Others activity or change ACC to 390 via NSIPS effective date of release,		see note 1.
5	Paroled from confinement with punitive discharge directed or dismissed,	retain in ACC 391,		see note 4.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.

2. Prepare NSIPS Transient Tracking events, if applicable, and ensure strict compliance with MILPERSMAN ARTICLE 1050-310 THROUGH 1050-380.
3. Prepare NSIPS Transient Tracking events and track to ensure timely receipt of separation authority.
4. Prepare NSIPS Transient Tracking events and track to ensure timely receipt of authority to execute discharge.

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ACC 392 DECISION LOGIC TABLE			
RULE	Condition	then	then
	and	then	then
1	returned to military jurisdiction,	change ACC to 390 via NSIPS effective date of status change,	see note 1 below.
2	processed for Discharge in Absentia,	retain in ACC 392,	see note 3 below.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
2. Prepare NSIPS Transient Tracking events, if applicable, and ensure strict compliance with MILPERSMAN ARTICLE 1050-310 THROUGH 1050-380.
3. Prepare NSIPS Transient Tracking events and track to ensure timely receipt of separation authority.
4. Prepare NSIPS Transient Tracking events and track to ensure timely receipt of authority to execute discharge.

ACC 393 DECISION LOGIC TABLE				
R U L E	If an individual is assigned to an activity in ACC 393			
	and	then	and	then
1	CA's action received approving sentence,	prepare NSIPS event,	parent command will change status to mandatory APP LV,	see note 2.
2	recalled from APP LV by higher authority, and will be retired,	submit NSIPS event to return to Navy Strength,	change ACC to 390 via NSIPS effective date of return,	see note 1.
3	recalled from APP LV by higher authority, NSIPS events completed , and elects restoration to duty, if authorized,	change the ACC to 320 via NSIPS effective the date recalled by higher authority,	submit avail per ENLTRANSMAN, Chapter 18,	see note 1 and track per TPAMAN, section 5.

NOTES:

1. Prepare appropriate NSIPS Transient Tracking events and monitor to ensure timely removal from the transient pipeline.
2. Prepare NSIPS Transient Tracking events, if applicable, and ensure strict compliance with MILPERSMAN ARTICLE 1050-310 THROUGH 1050-380.
3. Prepare NSIPS Transient Tracking events and track to ensure timely receipt of separation authority.
4. Prepare NSIPS Transient Tracking events and track to ensure timely receipt of authority to execute discharge.

GLOSSARY OF TERMS

This glossary of terms includes both abbreviations and acronyms used in the TPAMAN.

Abbreviation
or Term

Explanation

ACA	Assignment Control Authority
ACC	Accounting Category Code
ADMIN LV	Administrative Leave
ADSEP	Administrative Separation Processing
APEBP	Awaiting Physical Evaluation Board Proceedings
APOE	Aerial Port of Embarkation
APP LV	Appellate Leave
APPR	Apprehended
ARB	Academic Review Board
ASMO	Assignment Memorandum Order Central
AVAIL SUB	Availability Submitted
AVAILS	Availability's
AWT	Awaiting
BF	Body Fat
BOP	Bureau of Prisons
BR/CLASS	Branch/Class
BUMED	Bureau of Medicine and Surgery
COMNAVPERSCOM	Commander, Naval Personnel Command
CA	Convening Authority
CHG	Change
CHNAVPERS	Chief of Naval Personnel
CM	Court-Martial
COMM	Commercial
CONBRIG	Consolidated Brig
CONUS	Continental United States
DEP REVIEW	Departmental Review
DESC	Disability Evaluation System Counselor
DFAS	Defense Finance Accounting Service
DIRNCPB	Director, Naval Council of Personnel Boards

DMRSMAN
DONCAF

Diary Message Reporting System User's Manual
Department of the Navy, Central Adjudication
Facility

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**Abbreviation
or Term**

Explanation

DSC	Duty Status Code
DSN	Defense Switched Network
DTG	Date-Time-Group
DUINS	Duty Under Instruction
EAOS	Expiration of Active Obligated Service
EDLN	Estimated Date of Loss to the Navy
EDVR	Enlisted Distribution Verification Report
EDVRMAN	Enlisted Distribution Verification Report User's Manual
ENLTRANSMAN	Enlisted Transfer Manual
EPMAC	Enlisted Placement Management Center
EST	Estimated
FFA	For Further Assignment
FFD	Fit for Duty
FFT	For Further Transfer
FLTRES	Fleet Reserve
FOARS	Fleet Orders and Availability Reporting System
FOL PERS	Following Personnel
FORDU TEMAC	For Duty Temporary Active Duty
FORDU	For Duty
GCM	General Court-Martial
GRAD	Graduation
HAO	Home Awaiting Orders
HUMS	Humanitarian
ICD	International Classification of Diseases
IHCA	In Hands of Civil Authorities
ISIC	Immediate Superior in the Chain of Command
JFTR	Joint Federal Travel Regulations
JUMPS	Joint Uniform Military Pay System
LIMDU	Limited Duty
LODI	Line of Duty Investigation
MANMED	Manual of the Medical Department
MAPMIS	Manpower Personnel and Management Information System

MEDBDS	Medical Boards
MEDHOLD	Medical Hold
MHC	Medical Holding Company
MMSO	Military Medical Support Office
MPM/MILPERSMAN	Military Personnel Manual

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**Abbreviation
or Term**

Explanation

MTF	Medical Treatment Facility
NACIC	Navy Absentee Collection and Information Center
NAMALA	Navy and Marine Corps Appellate Leave Activity
NAVETS	Navy Veteran
NAVPTO	Navy Passenger Transportation Office
NEC	Navy Enlisted Classification Code
NETC	Naval Education Training Command
NH/NAVHOSP	Naval Hospital
NJP	Non Judicial Punishment
NLSO	Naval Legal Service Office
NMC/NAVMEDCEN	Naval Medical Center
NOK	Next of Kin
NPL/ABPL	Notification Procedure Letter/Administrative Board Procedure Letter
NRAM	Navy Recruit Accession Module
NRPC	Naval Reserve Personnel Center
NSIPS	Navy Standard Integrated Personnel System
OFFTRANSMAN	Officer Transfer Manual
OJAG	Office of the Judge Advocate General
ONBD	On Board
ORDMOD	Order Modification
ORDS	Orders
PAO	Patient Affairs Officer
PCS	Permanent Change of Station
PEB	Physical Evaluation Board
PEBLO	Physical Evaluation Board Liaison Officer
PSD	Personnel Support Activity Detachment
PLD	Planned Loss Date
POC	Point of Contact
POV	Privately Owned Vehicle
PRD	Projected Rotation Date
PREV	Previous
PRIPHON	Primary Phone Number

PRR	Passenger Reservation Request
PRT	Physical Readiness Training
PTM	Navy Passenger Transportation Manual
RECVD	Received
REEVAL DATE	Reevaluation Date

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**Abbreviation
or Term**

Explanation

REQ	Request
RSC	Record Status Code
RTC	Recruit Training Command
SCIND	Strength Code Indicator
SEC CLRNC	Security Clearance
SECNAV	Secretary of the Navy
SEP AUTH	Separation Authority
SKEL	Skeleton Record Data
SNM	Subject Named Member
SPCM	Special Courts-martial
SPDR	Student Permanent Drop Record
SSC	Service School Command
SSN	Social Security Number
STO	Standard Transfer Orders
SURR	Surrender
TAC	Transaction Code
TAMP	Transition Assistance Management Program
TAO	Technical Arrest Orders
TD HUMS	Temporary Duty Humanitarian Assignment
TDRL	Temporary Disability Retired List
TEMADD	Temporary Additional Duty
TEMDU	Temporary Duty
TEMUCFO	Temporary Duty for Commissioning and Fitting Out
TEMDU SEPS	Temporary Duty Separation
TEMDUINS	Temporary Duty Under Instruction
TLD	Temporary Limited Duty
TMTR	Transient Monitoring Tracking Report
TPAMAN	Transient Personnel Administration Users' Manual
TPPH	Transient, Patient, Prisoner, Holdee
TPU	Transient Personnel Unit
TRACOM	Training Command
TMU/TRANSMONUNIT	Transient Monitoring Unit
TRF	Transfer
TRNG	Training

TYCOM	Type Commander
UA	Unauthorized Absence
UIC	Unit Identification Code
ULTDUSTA	Ultimate Duty Station
UNODIR	Unless Otherwise Directed
VA	Veterans Administration

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TRANSIENT-TRACKING CODES AND ASSOCIATED ACTIONS

<u>ACC</u>	<u>TTC</u>	<u>ACTION</u>
105	61E	<p>Does the LIMDU report contain the most current information?</p> <p>Has tracer action been initiated on Medical Boards?</p> <p>Have we submitted a Reevaluation (REEVAL) request?</p> <p>Has the member been on board in excess of 60 days after board has been forwarded for either Departmental Review or PEB?</p> <p>Have we contacted the DESC for information, or requested status from NPC-821 for Departmental Review cases, or DIRNCPB, Arlington, VA for PEB cases?</p>
109	63U	<p>Is the member still in a deserter status?</p> <p>If the individual has returned, has the "Report of Return of Deserter" been submitted?</p> <p>If deserter has reached 121 days, did we mail the service record?</p> <p>If more than 180 days has elapsed since the U.A., did we contact NACIC to have member removed from EDVR and placed in ACC 109 on NACIC's EDVR (UIC 41104)?</p>

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<u>ACC</u>	<u>TTC</u>	<u>ACTION</u>
320	65C	<p>Have orders been received?</p> <p>Is tracer action required on AVAIL?</p> <p>Has the member transferred?</p> <p>Are there delays requiring an ACC change to 330 or 350?</p>
330	65E	<p>Does the member have orders in the EMF?</p> <p>Has the member transferred?</p> <p>Has a PRR been submitted?</p> <p>Has the port call been received?</p>
350	67G	<p>What is the member's current status and is this ACC appropriate?</p>
354	67A	<p>Does the member have a valid set of orders to HUMS (ACC 354)?</p> <p>Has the member requested an extension of TD HUMS with a HD Availability enclosed?</p> <p>Will HUMS be completed on schedule?</p>
<p>NOTE: AVAIL or Extension request should be submitted six weeks prior (AVAIL), four weeks prior (extension) to completion of TD HUMS.</p>		
355	61K	<p>Has the local MEDBD been received, if not, submit tracer action per TPAMAN, Section 7.</p>

<u>ACC</u>	<u>TTC</u>	<u>ACTION</u>
355	61K	<p>Have findings of Departmental Review/PEB, over 60 days old been received? If not submit =tracer action to PERS-821 (Departmental Review) or DESC, MTF (PEB).</p> <p>Has a response been received from NPC-821 (Departmental Review), DESC MTF (PEB)? If not, submit tracer action to NPC-821 or to DIRNCPB, Arlington, VA per TPAMAN, Section 7.</p>
356	65K	<p>Has disqualification from special duties been approved? If so, when and what is the current status?</p> <p>Does an AVAIL need to be submitted?</p> <p>Is the member to be force rating converted? If the member is to be force converted, have new rating choices been forwarded to the detailer?</p>
370	61A	<p>Has the hospital provided the status of the member, including the anticipated discharge date and disposition?</p> <p>Is a medical board and/or LIMDU being considered?</p>
371	61C	<p>Was the individual properly transferred to the MHC?</p> <p>How long has the member been on board and does the individual appear on the 60 day medical hold message?</p> <p>What is the current disposition?</p>

Has a medical board been initiated?

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<u>ACC</u>	<u>TTC</u>	<u>ACTION</u>
371	61C	Does the medical hold company get a copy of the TMTR from PSD and does PSD get a copy of the medical hold roster? Is there ongoing communication?
372	61G	Where is the member hospitalized and when was the member admitted? Has the parent command and the "Office of Medical Affairs - Great Lakes, IL" been notified and has OMA designated the appropriate hospital as having cognizance in accordance with, BUMEDINST 1306.72G? What is the member's current status? Is the member ambulatory and can the member be moved to a Navy medical treatment facility?
373	61I	Where is the member hospitalized and when was the admission? What is the current status/disposition and is Medical Board Action anticipated? Does the individual require specialized treatment available at an other-services hospital and not available at the cognizant Naval Hospital?
380	66A	Was the individual gained in accordance with MILPERSMAN 1910-812? Has a separation physical been completed/scheduled?

<u>ACC</u>	<u>TTC</u>	<u>ACTION</u>
380	66A	<p>For those received without required separation physical or required service record documents, has a deficiency report been submitted to the transferring command with information copies to their administrative chain of command?</p> <p>Is the required Page 13 entry in the service record for completion of TAMP?</p> <p>Is the member on board for Fleet Reserve processing, or a member of a decommissioning unit awaiting EAOS?</p> <p>Has the member been authorized separation leave?</p>

NOTE: Personnel received within 90 days of EAOS, not authorized separation leave or Fleet Reserve, should be separated within seven working days of receipt. Personnel reporting more than 90 days prior to EAOS should not be accepted (excludes Fleet Reserve and decommissioning personnel).

381	66F	<p>Is a copy of the medical board or medical board cover sheet filed in service record/on file?</p> <p>Is the letter of unconditional acceptance of preliminary findings filed in the service record/on file?</p> <p>Has the member requested to go "Home Awaiting Orders"?</p> <p>Has separation paperwork been completed before departure?</p>
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Has an NSIPS loss and gain event been completed to detach and gain the individual in a "Home Awaiting Orders" status?.

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382 66D Is a copy of the NPL/ABPL/ADSEP package on file for ADMIN LV?

Was the ACC changed upon notification to process?

Has the member had or been scheduled for a separation physical?

Has the customer command complied with MILPERSMAN 1910-102?

Has the package been forwarded to NPC for approval (ADMIN LV not authorized for CO local separations)?

Does the member desire ADMIN LV?

Has the member requested to go on ADMIN LV by Page 13, as required?

Has all separation paperwork been completed, including separation physical, prior to member's departure on ADMIN LV?

Has tracer action, for personnel on ADMIN LV in excess of 30 days, been forwarded to customer command requesting status of discharge authorization?

NOTE: If discharge authority has not been received within 30 days from the date the individual signed the NPL/ABPL, initiate tracer action to the customer command requesting status. Continue this process every 30 days thereafter until discharge authority is received.

ACC

TTC

ACTION

390 63A What is the scheduled/anticipated date of disciplinary action/court date?

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REMINDER: Non-Judicial Punishment (NJP's) should be completed in 6 working days, Summary Courts-Martial in 11 calendar days, Special Courts-Martial in 26 calendar days and General Courts-Martial in 76 calendar days per OPNAVINST 5810.4/JAGINST 5820.1. The time is tracked from date of preferral to date of trial.

NOTE: Maintain liaison with customer command/legal to ensure timely removal from the transient pipeline upon completion of disciplinary action.

391 63H Has the member's post-brig status been determined upon receipt at the BRIG/CONBRIG?

Has the CA's action been received, which awarded an unsuspended punitive discharge? If so, has the NSIPS event been completed NLT the next working day following receipt to drop the member from Navy Strength?

If the member was not awarded a punitive discharge or the discharge was suspended, has the member been recommended for restoration to duty by the Brig Disposition Board?

Has availability information been received by the PSD at least three weeks prior to release date?

If the member was not recommended for restoration to duty, have ADSEP proceedings been initiated to allow separation on release date in accordance with CNO's Brig-to-Gate Policy?

NOTE: Personnel not recommended for restoration, who are processed for administrative separation and separation authority is not on board on date of release, will be transferred to the nearest TPU/OTHERS Account to await separation authority or sent

on ADMIN LV.

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<u>ACC</u>	<u>TTC</u>	<u>ACTION</u>
392	63L	When and where was the individual placed In the Hands of Civil Authorities (IHCA)? Is there a tracking system in effect to track the trial, conviction and sentencing (if the trial date is known it could be loaded as the PLD or load a date for tracer action for status in 30 day increments)?
392	63L	Upon conviction and sentencing have ADSEP proceedings been initiated by the customer command exercising cognizance?

NOTE: If ADSEP proceedings have been initiated and discharge authority has not been received within 60 days from the date the member was notified, submit tracer action to customer command requesting status of discharge authority. Continue tracer action every 30 days thereafter until discharge authority is received.

<u>ACC</u>	<u>TTC</u>	<u>ACTION</u>
393	66G	Has the CA's action been received for the member's case on or before date of release?

NOTE: If the CA's action has not been received, the member will be placed on Request Appellate Leave and when the CA's action is received, change the member's status to Mandatory Appellate Leave.

