



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
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GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 1306.8E

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MAR 22 1999

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 1306.8E

From: Commander, Naval Training Center, Great Lakes

Subj: STUDENT PERSONNEL PIPELINE MANAGEMENT

Ref: (a) NAVEDTRA 135A
(b) ENLTRANSMAN NAVPERS 15909F
(c) EPMACINST 5000.3A
(d) BUPERSINST 1306.77
(e) MILPERSMAN NAVPERS 15560C
(f) BUPERSINST 1640.17D
(g) SECNAVINST 1640.9B

Encl: (1) Categories of Nonproductive Student Personnel

1. Purpose. To promulgate procedures and responsibilities for the accountability of "student" personnel who are removed from the training pipeline.

2. Cancellation. NTCGLAKESINST 1306.8D. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. In order to execute the mission of the Naval Training Center (NTC), component activities are responsible for the accountability of personnel as they progress through the several phases of the Transient, Patient, Prisoner and Holdee (TPP&H) and Student Pipelines. The key to effective student personnel accountability lies in the high degree of coordination, communication, and follow-up action among Recruit Training Command (RTC), Service School Command (SSC), Naval Hospital Corps School (NHCS), Personnel Support Activity (PSA) and its Detachments (PSD), and other student supporting departments/commands (e.g., Naval Hospital (NAVHOSP), Naval Dental Command (NDC), NTC Staff Judge Advocate). Reference (a) outlines specifics regarding areas of responsibility and accountability; references (b) and (c) establish the policies and procedures to be followed by accountable personnel. The ultimate goal is to train quality personnel and expedite their transfer to the fleet as well as identify those personnel who are nonproductive and remove them from the training pipeline.

4. Action

a. Commanding Officers, SSC, RTC and NHCS are responsible for student personnel from check-in time until the student has graduated or attrited from a training course or transferred from the command. Additionally, Commanding Officers shall complete all actions necessary to remove the burden of the resource drain of

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nonproductive personnel. Commanding Officers shall closely monitor student personnel whose training has been interrupted or terminated, to ensure their expeditious reentry into the classroom or their transfer from the command. Specific categories of SSC and NHCS nonproductive personnel who have completed or have been attrited from training and the necessary actions are listed in enclosure (1).

(1) Commanding Officers, SSC and NHCS will:

(a) Provide a monthly list of those students in a medical hold status in excess of 45 days to their respective Hospital Liaison with a copy to NAVHOSP, Head, Patient Administration Department for tracking purposes.

(b) Notify PSD NTC of status changes of transient personnel awaiting transfer with a weekly report to allow for submission of Accounting Category Code (ACC) changes.

(c) Provide PSD NTC with a weekly 30 days hold listing (by name) of students who are not under instruction, and an explanation of their status.

(d) Supply supporting activities (PSD NTC, NAVHOSP) a list by name with their current status of those nonproductive students in excess of 90 days.

(e) Assign in writing a representative(s) from each department to act as liaison(s) with the NDC.

b. Commanding Officer, Transient Personnel Unit (TPU) shall administer personnel who have been released from the training pipeline through attrition (and transferred to TPU in a Temporary Duty (TEM DU) status) in accordance with reference (d).

c. Commanding Officer, PSA shall coordinate with the Commanding Officers of SSC and TPU for the efficient, timely receipt and transfer of all enlisted/officer personnel, Other Service Veterans (OSVETS), Naval Veterans (NAVETS), other services, international students and civilians, as well as for the timely submission of all required availabilities. Additionally, the maintenance of the most recent ACC changes matching their current on board duty status will be conducted in a timely manner. CO, PSA will also be responsible for researching and answering all Transient Monitoring Unit (TMU) category 3XX personnel inquiries within five working days.

d. The Commanding Officer, NAVHOSP shall expedite all medical treatment required to transfer or discharge transient personnel and:

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(1) Provide respective commands with written notification of all medical holds.

(2) Require a message for personnel who will exceed 30 days in a medical hold status and on whom a medical board is not warranted.

(3) Pursue a Medical Limited Duty Board when a transient is temporarily unable to perform full duty, but return to full duty is anticipated, and it is necessary to follow the transient for more than 30 days before final disposition is made.

(4) Insure the Family Advocacy Program Division complies with reference (b) addendum B, and does not retain personnel in the transient pipeline.

(5) Provide updated information on students listed on SSC's and NHCS's 90-day hold listing to the SSC or NHCS Liaison.

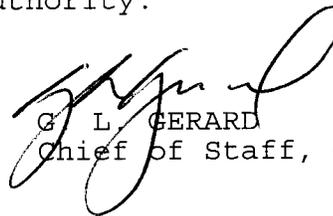
(6) Notify the individual's parent command and PSD NTC when a medical board is convened. The processing time for all medical boards, from date of signature by Convening Authority will not exceed 20 calendar days. No medical board will exceed 30 calendar days from the date of dictation to the time the completed package is mailed. This includes the time it takes to obtain accompanying documentation such as Line of Duty Investigation reports or copies of member's health record.

e. The Commanding Officer, NDC shall expedite all dental treatment required to transfer transient personnel and:

(1) Provide respective commands with written notification of all dental holds. This notification will include expected completion date of treatment.

(2) Assign in writing a representative(s) to act as liaison(s) with SSC.

f. All Commanding Officers shall be responsible for accounting systems as directed by higher authority.



G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
List II (Case A)

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CATEGORIES OF NON-PRODUCTIVE STUDENT PERSONNEL

PERS EVENT ID	WHEN ENLISTED MEMBER (200) IS DECLARED DESERTER (369) RELEASE FROM HOLD, AWAITING TRANSFER, LEGAL, DECLARED DESERTER AWAITING BUPERS ORDERS	AND/DUE TO RETURNS TO MILITARY CONTROL (NOTE 1)	ACTION
237	AWAITING SECURITY CLEARANCE	ATTRITES (NOTE 2)	TRANSFER TEMDU TO TPU*
240	AWAITING SECURITY CLEARANCE	GRADUATES	RETAIN ONBOARD
241	AWAITING SEPARATION/DISCHARGE	WAIVE RIGHT TO ADMIN BOARD (NOTE 3)	RETAIN ON BOARD
245	AWAITING DISCIPLINARY ACTION	ADMIN BOARD COMPLETED (NOTE 4)	TRANSFER TEMDU TO TPU*
246	UNDER INVESTIGATION	NCIS ETC.	RETAIN ONBOARD
247	RESTRICTION		RETAIN ONBOARD
248	CORRECTIONAL CUSTODY (BRIG)	SENTENCE OF 30 DAYS OR LESS (NOTE 5)	RETAIN ONBOARD
249	PENDING CIVIL ACTION	SENTENCE OF 31 DAYS OR MORE (NOTE 6)	TRANSFER TAD/TEMDU TO TPU
250	IN CIVIL CUSTODY		RETAIN ONBOARD
256	(SSC/NHCS ONLY) BEING DISCHARGED DUE TO FRAUDULENT ENLISTMENT	WAIVES RIGHT TO ADMIN BOARD (NOTE 3)	TRANSFER TEMDU TO TPU*
257	A WITNESS**	ADMIN BOARD COMPLETED (NOTE 4)	TRANSFER TEMDU TO TPU*
263	HAS PHYS EVALUATION BOARD	NCIS INVESTIGATION/COURT-MARTIAL ETC.	TRANSFER TAD TO TPU*
265	PENDING MEDICAL DISCHARGE	MED BOARD SIGNED (NOTE 7)	TRANSFER TEMDU TO TPU*
266/267	IN DENTAL HOLD SEA/SHORE	FINAL DISCH AUTH NOT ONBD (NOTE 7)	TRANSFER TEMDU TO TPU*
268	ON BABY HOLD	FINAL DISCH AUTH IS ONBD (NOTE 8)	DISCHARGE
270	IN ALCOHOL REHAB	FINAL DISCH AUTH IS ONBD (NOTE 8)	RETAIN ONBOARD
271	PREGNANCY	ATTRITE/WITTEN NOTIF OF DENTAL HOLD	RETAIN ONBOARD
272	ON ADMIN HOLD	APPROVED REQUEST CHIT (NOTE 9)	RETAIN ONBOARD
		COMP CAAC SCRIN/ASSIGN OF BED SITE	RETAIN ONBOARD
		APPROVED BY LOCAL AUTH (NOTE 10)	RETAIN ONBOARD
		AWAITING BUPERS APPROVAL	RETAIN ONBOARD
		GRADS WITH NET DATES: AWAITING REENLISTING, OVERSEAS SCREENING, LOST SERVICES RECORD, ETC	RETAIN ONBOARD

*IN ALL CASES, personnel transferred to TPU will have their documents annotated as to the reason for the transfer. All necessary paperwork to include student permanent drop record, duty preference card, page 13 indicating disenrollment, PRT folder, and OPNAV 5520/20 must be completed and routed through the proper channels e.g., command DAPA, PSA network, the Naval Hospital. If transfer packages are incomplete, individuals will not be accepted at TPU. All transfers must be completed to ensure the member will arrive TPU NLT 1500 on the day of transfer.

(** And authority is received from BUPERS)

Enclosure (1)

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NOTES

1. Members must have been declared a deserter and charged as such by the Navy Absentee Collection Information Center (NACIC) Great Lakes. If member is not classified a deserter at NACIC he/she must be retained by the parent command. In no cases will an absentee be accepted by TPU with a desertion message to follow after the fact.
2. Transfer SSC, NHCS academic/nonacademic attrites who do not have any other action pending (medical/dental/legal) and who are to be made available for orders TEMDU to TPU (member must be immediately transferred to TPU the day attrited). Exceptions will be SSC Combat Systems Core and "A" School attrites who do not have any medical, dental or legal action pending will be "RETAINED ONBOARD" SSC to attend Seaman Apprenticeship Training while SSC makes them available for transfer to the fleet.
3. Transfer member TEMDU to TPU with a copy of complete discharge package. Discharge package must state to forward response to TPU for action.
4. Transfer member TEMDU to TPU with a complete copy of the discharge package and the Admin Board's recommendation.
5. Per reference (e), a prisoner whose adjusted sentence is 30 days or less, and who is to be restored to duty upon completion of confinement, shall be transferred on a "confinement and return" basis to the TPU serving the brig using NAVPERS 1320/16, TAD Orders. Block 13 shall indicate transfer from "permanent station to TPU serving the brig and return"; and Block 15 shall indicate "(number days confinement) at (name of brig)". The NAVPERS 1640/4 shall be attached. Additionally, a prisoner who received confinement for 30 days or less and a punitive discharge should be transferred to TPU on TEMDU orders.
6. Per reference (e), a prisoner whose adjusted sentence is 31 - 90 days, or who, when pursuant to the sentence of courts-martial, is to be separated with a punitive discharge upon completion of confinement and appellate review, or both of the foregoing, shall be transferred to the TPU serving the brig on a "confinement and further disposition" basis using NAVPERS 1326/11 Standard Transfer Order (STO). The NAVPERS 1640/4 shall be attached. A prisoner whose adjudged sentence is 91 days or greater, should be transferred immediately to NAVCONBRIG Charleston or Miramar per references (f) and (g).
7. Transfer ambulatory member TEMDU to TPU with a copy of the medical board signed by the member.
8. Send final discharge authority, service record and member to the Separation Office, PSD to facilitate member's expeditious discharge.
9. Send doctor's report/memo showing dependent's due date, approved request chit and availability card or orders and request for modification to PSD.

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10. Send doctor's report/memo showing member's due date, approved request chit for discharge, service record and member to the Separations Office PSD to facilitate member's expeditious discharge/release from active duty.