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COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 1300.2
N1
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CNIC INSTRUCTION 1300.2

From: Commander, Navy Installations Command

Subj: TRANSIENT PERSONNEL UNIT REPORTS

Ref: (a) BUPERSINST 1306.77B
(b) SECNAV-M 5210.1

1. Purpose. To establish standardized procedures for data tracking and reporting for Transient Personnel Units (TPU) within the Commander, Navy Installations Command (CNIC) enterprise.

2. Background. Reference (a) provides guidance on management of TPU facilities. This instruction standardizes, aligns, and synchronizes data collection and reporting requirements for all TPUs across the CNIC enterprise.

3. Policy

a. CNIC is committed to ensuring TPUs provide transient personnel an expeditious and professional transition as they transfer to a new command or transition out of the military to civilian society.

b. In accordance with reference (a), TPUs serve transient personnel for fleet units or overseas commands only. TPUs are not intended as holding facilities for personnel assigned to local shore commands, student attritions, or personnel in a disciplinary status unless a waiver has been granted in writing.

c. Consistent reporting processes allow enterprise-wide data analysis, feedback, and the ultimate actions necessary to facilitate processing improvement. Standardized data collection and monthly reporting templates are required to enable enterprise-wide reporting capability.

d. Transient personnel are not to be retained on board to fill gapped or non-existent billets; they must be processed as quickly as policy permits.

e. A Transient Personnel Detachment (TPD) shall be considered a department of the TPU in that geographic area. Reports from the parent TPU shall include information on the subordinate TPDs. The term TPU, where it appears throughout the text, includes TPDs and transient personnel departments and divisions unless otherwise noted.

f. The CNIC Gateway 2.0 (G2) Shore Corrections and Transient Personnel Unit (N142) team site located at <https://g2.cnic.navy.mil/TSCNICHQ/N1/N14/N142/default.aspx> is the primary location for CNIC TPU program information. The site contains report templates and guidance, metrics, point of contact information, and other pertinent information.

g. CNIC is employing automated reporting tools, and as more critical management data becomes available through these automated tools, manual reporting requirements will be reduced or eliminated as appropriate. This guidance is applicable until all sites are fully automated or whenever there are outages of automated reporting systems.

4. Responsibilities

a. CNIC Commander is responsible for monitoring TPU transient flow within subordinate commands.

b. HQ TPU Program Manager (N142) is responsible for:

(1) Providing guidance on the implementation of this instruction.

(2) Maintaining the CNIC G2 TPU team site with current report templates and guidance, metrics, point of contact information, historical data and other pertinent information.

(3) Monitoring the TPU program throughput and processing time using TPU Monthly Reports and Special Transient Personnel Population Reports as shown on the G2 TPU team site at: <https://g2.cnic.navy.mil/TSCNICHQ/N1/N14/N142/N142%20Documents/Forms/AllItems.aspx>.

(4) Providing the CNIC Commander a verbal and written brief or report of TPU population flow.

c. Region Commanders (REGCOMs)/Installation Commanding Officers (COs) are responsible for:

(1) Assisting subordinate TPUs as necessary in the implementation of this policy.

(2) Monitoring monthly metrics reports and Special Transient Personnel Population Reports.

d. TPU Commanding Officer or Officer in Charge (OIC) is responsible for continually monitoring and assessing the transient throughput by reviewing daily onboard count as well as projected gains and losses.

5. Actions

a. CNIC HQ TPU Program Manager (N142) shall:

(1) Provide the CNIC Commander with monthly status reports on the TPU population flow throughout the CNIC enterprise no later than the 15th of each month.

(2) Develop metrics and collect data on CNIC TPU sites to provide insight on the TPU population flow within the enterprise. Utilizing data from the TPU Monthly Reports and Special Transient Personnel Population Reports on the CNIC G2 TPU team site, analyze data and conduct trend analysis for use in Commander briefings, required reports, enterprise-wide training sessions and CNIC program changes.

(3) Conduct an annual review of TPU transient throughput each calendar year and provide a summary of areas of concern to the Commander by 31 January.

b. REGCOMs/Installation COs shall:

(1) Ensure TPU Monthly Report input is submitted by subordinate TPUs no later than the 5th of each month via CNIC G2. The TPU Monthly Report template on the G2 TPU team site shows the type of input that will be made on G2 as well as the type of elements that the TPU monthly report is expected to contain.

(2) Ensure Special Transient Personnel Population Report (utilizing the TPU Monthly Report) is submitted to the chain of command and Navy Personnel Command (NAVPERSCOM) Corrections and Programs (PERS-00D) if surge capacity has been attained.

(3) Provide the Commander with verbal and written brief or report on areas of concern.

(4) Review TPU reports and assess the impact of any regional or local policies that are affecting TPU throughput, as well as assess any impact that TPU capacity has on region or local commands.

(5) Provide guidance as necessary to TPU leadership and coordinate with region and local area supported commands to address any areas of concern.

c. TPU Commanding Officer or Officer in Charge shall:

(1) Submit TPU Monthly Report input to REGCOM and CNIC Program Manager no later than the 5th of each month via CNIC G2. The TPU Monthly Report template on the G2 TPU team site shows the type of input that will be made on G2 as well as the type of elements that the TPU monthly report is expected to contain.

(2) Submit Special Transient Personnel Population Report (utilizing the TPU Monthly Report) to the chain of command and NAVPERSCOM (PERS-00D) if surge capacity has been attained.

(3) Submit additional reports as required by emerging trends.

(4) Provide the Commander with verbal and written brief or report on areas of concern.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (b).


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