



**DEPARTMENT OF THE NAVY**  
NAVAL AMPHIBIOUS BASE LITTLE CREEK  
2600 TARAWA COURT SUITE 100  
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEK/  
REGPUBSAFETYINST 1080.1  
N01

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NAVPHIBASELCREEK/REGPUBSAFETY INSTRUCTION 1080.1

Subj: NAVAL AMPHIBIOUS BASE LITTLE CREEK/REGIONAL PUBLIC SAFETY CHECK-IN AND CHECK-OUT PROCEDURES

Ref: (a) OPNAVINST 5350.4C

Encl: (1) NAVPHIBASE LCREEK IC/Storefront Check in/out Sheet  
(2) REGPUBSAFETY Check-in/out Sheet  
(3) List of Personnel (Check-in/Check-out)  
(4) Checklist for Personnel Transferring to Fleet Reserve

1. Purpose. To set forth Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK)/Regional Public Safety (REGPUBSAFETY) check-in and check-out procedures.

2. Background. An essential part of a Sailor's indoctrination, at a minimum, is the introduction/meeting of the Executive Staff; specifically, the Commanding Officer/Program Manager (CO/PM), Executive Officer (XO), Executive Director (ED), and the Command Master Chief (CMDMC). In an effort to ensure each and every Sailor meets the Executive Staff, as well as completes the required administrative forms, the command conducts weekly check-ins and check-outs. Thursday mornings are normally scheduled to complete this part of the indoctrination and check-out process.

3. Procedures for Checking In Newly Reported Personnel

a. Schedule/Timeline. The following schedule is the template to be used as a guide for the initial indoctrination of newly reporting personnel.

0800-0850	Command Master Chief
0850-0900	Break
0900-0925	Command Career Counselor (CCC)
0930-0950	Commanding Officer/Program Manager or Executive Officer (Introduction of Executive Director)
0950-1000	Break
1000-1035	Admin/Legal
1035-1045	Drug and Alcohol Advisor (DAPA)/Equal Opportunity Advisor (EOA)
1045-1055	Break (Dismissal of non-security personnel) Urinalysis Program for non-security personnel
1055-1145	Regional Security Director
1145	Urinalysis Program for security personnel

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b. Responsibilities

(1) Department Heads/Storefront Managers will (at a minimum):

(a) Ensure departmental/storefront representatives scheduled to provide in-briefs arrive in prior to their scheduled time and are knowledgeable in the areas they are tasked to address.

(b) Ensure all newly reporting personnel, and those personnel transferring/separating/retiring, are scheduled for their respective check in/out per guidelines of this directive, utilizing enclosures (1) and (2).

(2) Commanding Officer's Secretary will:

(a) Schedule/complete enclosure (3), ensuring ALL data is complete. Ensure new personnel are informed of 0800 start-time.

(b) On the day PRIOR TO check-in:

1. Provide completed copy of enclosure (3) to CMDMC and XO.

2. (2) Provide sufficient number of copies of organizational chart and CO/XO biographies to XO.

(c) If more than 20 new personnel are scheduled to attend any weekly check-in/out session, reserve classroom to accommodate for anticipated personnel.

(d) On the day of check-in, ensure the computer in the Conference Room (or classroom) is turned on and ready for "Electronic Chit" review.

(3) Command Master Chief will discuss/cover (at a minimum):

(a) Financial responsibility (car buying/housing).

(b) Drinking and driving.

(c) Chain of command for each Precinct/Department.

(d) Long/short term goals.

(e) Thrift Savings Plan.

(f) Electronic routing of request chits.

(4) Command Career Counselor will discuss/cover (at a minimum):

(a) Ensure each member fills out a Career Counselor check-in form for data base entry.

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(b) Long and short term goals.

(c) Retention Team structure.

1. How the chain of command works in relation to career related requests.

2. Identify each member's Department/Precinct Career Counselor.

(d) Education opportunities.

1. Tuition Assistance.

2. On base programs.

3. On-line education opportunities.

(5) Commanding Officer will discuss/cover (at a minimum):

(a) Command Philosophy.

(b) Overview of CO's "Dual-hat" with regard to an Installation Commander and Program Manager.

(6) Executive Officer will discuss/cover (at a minimum):

(a) Introduction of Executive Director.

(b) Distribute CO/XO biographies and Organizational Chart.

(c) Explain/describe Organizational Chart.

(d) Quarterly Command Functions.

(7) Admin Department will discuss/cover (at a minimum):

(a) Overall administrative and personnel services provided, to include: Defense Finance and Accounting Service (DFAS) "MY PAY" procedures; PASS Liaison Representative duties; Information Security brief, and procedures for requesting Temporary Additional Duty (TAD) orders.

(b) Ensure list of newly reported personnel are "Welcomed Aboard" in the Plan of the Week.

(8) Legal Department will discuss/cover (at a minimum):

(a) Overview of SJA responsibilities in PMPS context, including military justice, government credit cards, and ethics.

(b) Legal assistance issues.

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- (c) Claims issues.
- (d) Processing of on-base offenses.
- (9) DAPA/EOA will discuss/cover (at a minimum):
  - (a) Navy's Right Spirit Campaign (Alcohol Abuse Prevention and Deglamorization).
  - (b) DAPA screening process and the differences between "incident referral" and "self referral".
  - (c) Command Managed Equal Opportunity Program, ensuring each Sailor has a basic knowledge of what constitutes sexual harassment; hostile work environments; Equal Opportunity; and the formal/informal resolution system are understood.
  - (d) Provide Commanding Officers Policy Statements for both Equal Opportunity and Sexual Harassment.
- (10) Regional/Base Urinalysis Program Coordinator will conduct required urinalysis testing in accordance with reference (a).
- (11) Regional Security Director will discuss/cover (at a minimum):
  - (a) Mission of each installation.
  - (b) Conducting proper turnover of all Security Posts.
  - (c) Weapons safety.
  - (d) Civilian/Military Security Forces (One Team Concept).
  - (e) Rendering proper military courtesies while on post.
  - (f) Proper utilization of the chain of command.
  - (g) Discuss drills/exercises (Red Team).
  - (h) Military duties are the Number One priority.
  - (i) Uniform appearance.
  - (j) Job Qualification Requirements (JQR).
  - (k) Manning Pier Security Watches and three phases of MOU.
  - (l) Discuss upcoming AT/FP projects (gate renovations, etc.).

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4. Procedures for Personnel Checking Out

a. Schedule/Timeline. The following schedule is the timeline to be used as a guide for personnel checking out of the command.

0815-0830 Regional Security Director (if applicable)  
0850-0900 Command Master Chief/XO  
0900-0930 Commanding Officer

b. Responsibilities

(1) Department Heads/Storefront Managers/Leading Chief Petty Officers will (at a minimum):

(a) Contact the CO's Secretary/Duty YN and schedule a check out date AT LEAST TWO WEEKS IN ADVANCE of the transfer date (do not allow the Sailor to schedule their own date).

(b) Prior to scheduling a check out date, the following MUST BE COMPLETED:

1. Transfer evaluation (preferably already signed by the Sailor).

2. End of tour award (if applicable) submitted (preferably already received by Sailor).

(c) Review Projected Loss sheet provided by Admin Department to review/verify upcoming transfers that will occur within the next month. **Ensure Sailors due to transfer within the next month are scheduled for check out with the CO, XO, and CMDMC.**

NOTE: Since check-out sheets are only given to the Sailor once the Admin Department receives the initial evaluation, it is paramount that the evaluation is submitted in a timely manner (hence, the 2 months in advanced requirement). Check out sheets need to be completed up to the Department Head/Storefront Manager level prior to check out date.

(2) Commanding Officer's Secretary will:

(a) Schedule/complete enclosure (3), ensuring ALL data is complete. Ensure personnel are informed of 0815 check-out time with Regional Security Director (if applicable), 0850 with CMDMC/XO, and 0900 with CO.

(b) A week PRIOR TO check-out:

1. Call Department Head/Storefront Manager to confirm receipt of evaluation/FITREP and execution of enclosure (2).

2. Verify with Admin Department if Prospective Loss Listing reflects no award yet received. If, after verification no award yet received by Admin Department, call respective Department Head/Storefront Manager to check status of End-of-Tour Award.

10 FEB 2008 (d) On the day PRIOR TO check-out:

1. If necessary, call Department Head/Storefront Managers to confirm receipt of evaluation/FITREP and execution of enclosure (2).

2. Provide copy of enclosure (3) to CMDMC and XO.

(e) After completion of check out, provide enclosure (3) to Admin Department for the Plan of the Week submission.

(3) Executive Officer will:

(a) Track End-of-Tour awards for Officers.

(b) Interview individual checking out to obtain "pros" and "cons" of individual's tour. Track and take action on sound recommendations given by individual. Provide feedback to CO prior to CO's scheduled check-out.

(3) Command Master Chief will:

(a) Track End-of-Tour awards for Chief Petty Officers.

(b) Schedule Awards Ceremony (maximizing the awarding of end-of-tour awards PRIOR to Sailor's transfer date).

(c) Interview individual checking out to obtain "pros" and "cons" of individual's tour. Track and take action on sound recommendations given by individual.

(4) Admin Department will be the central point of contact for all End-of-Tour Awards for all personnel and ensure that those personnel checking out are "Farewell'd" in the Plan of the Week.

5. Procedures for personnel transferring to the Fleet Reserve

a. Responsibilities

(1) Service member requesting transfer to Fleet Reserve will:

(a) Submit request chit for Fleet Reserve in a timely manner. Preferably 12-18 months but NLT six months prior to Fleet Reserve eligibility date.

(b) Submit request chit to attend TAP.

(c) Within 10 days of receipt of BUPERS message for Fleet Reserve approval, submit Retirement Worksheet to Command Career Counselor.

(2) Department Heads/Storefront Managers will (at a minimum):

(a) Ensure member is briefed on the Navy's policies in regards to Retirement Ceremonies.

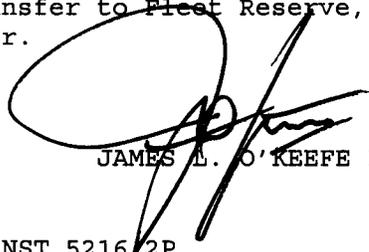
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(b) If member desires to have a ceremony, ensure a Ceremony Coordinator is assigned.

(c) Ensure ceremony is held with proper respect/dignity within Navy Protocol standards.

(3) Command Master Chief will provide guidance/assistance to perspective Departments/Precincts for retirement ceremonies.

(4) Command Career Counselor will immediately, upon notification of service member's desire to transfer to Fleet Reserve, provide copy of enclosure (4) to service member.



JAMES L. O'KEEFE III

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216/2P

List IA, IB (1, 1A, 2, 2A, 3, 3A only), IC, ID - Case A

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# NAVPHIBASE LCREEK IC/STOREFRONT CHECK IN/OUT

RATE/NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

RPT DATE: \_\_\_\_\_

TRANSFER TO: \_\_\_\_\_ TRANSFER DATE: \_\_\_\_\_

(MBR MUST HAVE COPY OF TRNSFR/SEP EVAL) \_\_\_\_\_

(ADMIN INI)

TITLE	INITIAL
COMMANDING OFFICER	
EXECUTIVE OFFICER	
COMMAND MASTER CHIEF	
DEPARTMENT HEAD	
DEPARTMENT LCPO	
LEGAL OFFICER	
MANAGEMENT SUPPORT (TRAVEL CARD)	
PRT COORDINATOR	
NAVY COLLEGE LEARNING CNTR	
COMMAND CAREER COUNSELOR	
SENIOR WATCH OFFICER	
DAPA/EOA	
POSTAL INDEX	
<b>*DEPARTMENT APPROVING OFFICIAL</b>	
SECURITY YEOMAN/TEMADD COORD	
CBQ SHIELDS HALL	
BOONE MEDICAL CLINIC	
BOONE DENTAL CLINIC	
FLEET AND FAMILY SUPPORT CNTR	
INFO TECH SYS OFFICE (ITSO)	
NAB POLICE PASS AND ID	
CMD FINANCIAL SPECIALIST	

**\* FOR PURCHASE CARD HOLDERS ONLY UPON TRANSFER**

**\*\*\*RETURN THIS FORM TO ADMIN (BLDG 1602  
x7341/42) UPON COMPLETION\*\*\***

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## REGPUBSAFETY CHECK IN/OUT

RATE/NAME: \_\_\_\_\_ PRECINCT: \_\_\_\_\_

RPT DATE: \_\_\_\_\_ TRANSFER DATE: \_\_\_\_\_

TRANSFERRING TO:

(MBR MUST HAVE COPY OF TRNSFR/SEP EVAL) \_\_\_\_\_  
(ADMIN INT)

TITLE	INITIAL
COMMANDING OFFICER	
EXECUTIVE OFFICER	
COMMAND MASTER CHIEF	
REGIONAL DIRECTOR (N03/04/05)	
LEGAL OFFICER	
MANAGEMENT SUPPORT (TRAVEL CARD)	
COMMAND CAREER COUNSELOR	
DAPA/ECA	
<b>*DEPARTMENT APPROVING OFFICIAL</b>	
ADMIN - SECURITY YEOMAN	
TEMADD COORDINATOR	

**\* FOR PURCHASE CARD HOLDERS ONLY UPON TRANSFER**

**PRECINCT CHECK-IN/OUT**

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MEMBERS NAME: \_\_\_\_\_  
SSN: \_\_\_\_\_  
DATE REPORTED: \_\_\_\_\_  
SPONSOR'S NAME: \_\_\_\_\_

**LPO CHECK-IN** \_\_\_\_\_

Briefing  
Duty Section  
Medical/Dental/PSD/Disbursing  
Urinalysis Screening  
Recall Info  
Check-In  
Postal  
NCIC Check

**LPO CHECK-OUT** \_\_\_\_\_

Transfer Brief  
Duty Section  
Medical/Dental/PSD/Disbursing  
Urinalysis Screening  
Pick up Records  
Check-out Update  
Postal

**ADMIN PO** \_\_\_\_\_

Member in STARS  
Member in Compass  
Create Divo Jacket  
Copy PIM  
Copy Eval  
Copy Page 13  
Copy of Certifications  
Copy of Security Clearances

**ADMIN PO** \_\_\_\_\_

Check-out in STARS  
Check-out in Compass  
Divo Folder Storage

**TRAINING PO** \_\_\_\_\_

Create Training Jacket  
Copy Quals  
Copy Schools  
Training Brief  
Create PRT Folder

**TRAINING PO** \_\_\_\_\_

Transfer Training Folder with all Divisional  
Security, GMT, and Safety topics Copied  
from Compass  
Copies of PQS from Compass  
Turn over PRT Folder

**PASS/ID** \_\_\_\_\_

Decals if Applicable

**PASS/ID** \_\_\_\_\_

Decals if Applicable

**SECURITY CHIEF/LCPO** \_\_\_\_\_

Issue Security Clothing  
Clothing Issued into Compass  
LAN Account  
Setup Email Account  
SIPRNET Access (If Required)  
Other Available Programs (FFSC) (NCO)

**SECURITY CHIEF/LCPO** \_\_\_\_\_

Received Issued Clothing  
Received Issued Clothing in Compass  
Closeout LAN Account  
Closeout Email Account  
Closeout SIPRNET Account (If Required)  
Transfer Eval/EOT

**Career Counselor** \_\_\_\_\_

Review Service Record  
Establish Performance Plan  
(Civilian only)  
Comments and Questions

**Career Counselor** \_\_\_\_\_

Debrief

**BEQ** \_\_\_\_\_

Check-In

**BEQ** \_\_\_\_\_

Check-Out

**SECURITY OFFICER** \_\_\_\_\_

BRIEF

**SECURITY OFFICER** \_\_\_\_\_

Debrief

**\*\*\*\*COPY TO BE FILED IN MEMBER'S TRAINING JACKET UPON  
COMPLETION OF CHECK-IN\*\*\*\***



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**CHECKLIST FOR PERSONNEL TRANSFERRING TO FLEET RESERVE**

**180 DAYS PRIOR TO RETIREMENT**

\_\_\_\_\_ Make an appointment with Command Career Counselor (CCC) for Fleet Reserve Interview Worksheet, completing the Pre-separation Counseling Checklist (DD Form 2648).

\_\_\_\_\_ Obtain a TAP quota from CCC or Fleet Family Support Center (FFSC). In unable to attend TAP, attend the MANDATORY Career Information Team (CARIT) pre-separation brief 120 days prior to retirement.

\_\_\_\_\_ Make appoint for retirement physical with servicing Medical and Dental Clinics (ensure you make copies of the SF 88, 93, 600, 2807, and 2808 forms).

\_\_\_\_\_ Contact the Disabled American Veterans (DAV), American Veterans (AMVETS), Veterans of Foreign Wars (VFW), or State Veterans Administration to review medical record for evaluation of possible disabilities incurred during service.

\_\_\_\_\_ If attending college in a state in which you are not a resident, contact the college to verify residency requirements.

**90-120 DAYS PRIOR TO RETIREMENT**

\_\_\_\_\_ Complete an audit of your service record for accuracy and completeness, making copies of pertinent documents as desired.

\_\_\_\_\_ Contact Navy College Office and obtain copy of Sailor/Marine American Council on Education Registry Transcript (SMART), or go to Navy College website <https://smart.cnet.mil> to view/print your unofficial copy or request an official copy.

\_\_\_\_\_ Download your DD Form 2586 (Verification of Military Experience and Training (VMET)) at [www.dmdc.osd.mil/vmet](http://www.dmdc.osd.mil/vmet) or visit local FFSC.

\_\_\_\_\_ Verify eligibility for VA benefits (GI Bill, MGIB, VEAP) with the VA by calling 1-800-827-1000. If you have already used some of your VA benefits, go to [www.gibil.va.gov](http://www.gibil.va.gov) to verify your status.

\_\_\_\_\_ Contact the VA Office in the state you're planning to reside to verify any additional benefits you may be entitled to (visit website [www.nasdva.com](http://www.nasdva.com) ).

**60-90 DAYS PRIOR TO RETIREMENT**

\_\_\_\_\_ Complete Survivor Benefit Plan (SBP) election on DD Form 2656 - it must reach DFAS no later than 45 days prior to retirement date!

\_\_\_\_\_ Obtain Travel Advance Questionnaire from servicing PSD. Contact Personal Property Office to schedule movement of household goods (if applicable).

\_\_\_\_\_ Visit [www.dodtransportal.org](http://www.dodtransportal.org) for transition information.

\_\_\_\_\_ Contact local Naval Reserve Recruiter.

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**30-60 DAYS PRIOR TO RETIREMENT**

\_\_\_\_\_ Start separation procedures no later than 90 days prior to detachment date with Admin Department and servicing PSD.

\_\_\_\_\_ Make copies of Medical/Dental records for yourself and all family members.

\_\_\_\_\_ Start "comparing" Medical and Life Insurance policies  
[www.life-line.org](http://www.life-line.org) will educate on different insurance's available.  
[www.selectquote.com](http://www.selectquote.com) compares policies from over 1500 insurance companies.

\_\_\_\_\_ Obtain Training Record from [www.ntmpsetj.navy.mil](http://www.ntmpsetj.navy.mil)

\_\_\_\_\_ If planning on attending school while on retirement leave, complete VA Form 22-1990 (Application for education benefits) which can be downloaded from [www.vba.va.gov](http://www.vba.va.gov)

**PRIOR TO RETIREMENT**

\_\_\_\_\_ Complete servicing PSD's Separations/Discharges/Fleet Reserve/Retirement Worksheet.

\_\_\_\_\_ Obtain 3 blank Travel Vouches (DD Form 1351-2) from servicing PSD. Travel Vouchers must be completed after travel and mailed to Separating Activity for liquidation.

\_\_\_\_\_ Obtain names and phone numbers of those involved in your retirement process - retain with other important separation paperwork for future reference or follow-up.

\_\_\_\_\_ Obtain new ID card for yourself and all family members eligible.

\_\_\_\_\_ Ensure your Certificate of Release or Discharge from Active Duty (DD Form 214) is complete and accurate.

\_\_\_\_\_ Contact local VA Hospital to register with their Gulf War/Agent Orange coordinator or call 1-800-749-8387 for information.

\_\_\_\_\_ Complete a Security Termination Statement (OPNAV 5511/14) with command Security Manager.

\_\_\_\_\_ Obtain Electronic Funds Transfer (EFT) Certificate from servicing PSD (only if switching banks).

\_\_\_\_\_ Obtain and update Allotment Form from servicing PSD (if applicable).

\_\_\_\_\_ Fill out pre-separation leave request (if applicable).

\_\_\_\_\_ Request Permissive Temporary Duty (PDTY - House/Job Hunting) authorization from command.

\_\_\_\_\_ Ensure servicing PSD does Page 13 on TAP or CARIT completion.

\_\_\_\_\_ Complete Date for Payment of Retired Personnel (DD Form 2526) with servicing PSD.

\_\_\_\_\_ Obtain general information sheets from servicing PSD containing points of contact for pay items, medical benefits, etc.).