

U.S. NAVAL FORCES CENTRAL COMMAND
TASK FORCE INDIVIDUAL AUGMENTEE

WARRIOR TRANSITION PROGRAM

CAMP ARIFJAN, KUWAIT

OPERATIONS MANUAL



Version current as of August 2011

SUBJ: WARRIOR TRANSITION PROGRAM (WTP) OPERATIONS MANUAL

Ref: (a) Department of Defense Directive 6490.5 "Combat Stress Control Programs"
(b) Department of Defense Instruction 6490.03 "Deployment Health"
(c) NAVADMIN 182/07 "Combat and Operational Stress Control and Transition Program Implementation"
(d) NAVADMIN 207/08 "Deployment Health Assessment Policy and Process"
(e) OPNAVINST 6100.3 "Deployment Health Assessment (DHA)"

1. Purpose. This manual implements policy as outline in references (a) through (e), assigns responsibilities, and provides guidance for personnel participating in the U.S. Navy Warrior Transition Program at Camp Arifjan, Kuwait.

2. Applicability and Scope. This operations manual applies to U.S. Naval Forces Central Command (NAVCENT) Forward Headquarters located in Afghanistan, Iraq, and Kuwait; U.S. Navy Individual Augmentee (IA) and Ad-hoc Sailors assigned throughout Afghanistan, Iraq, and Kuwait, selected U.S. Navy IA/Ad-hoc Sailors assigned to Djibouti and Qatar, and U.S. Air Force, Army, Marine, and Department of the Navy/ Defense civilian personnel upon request for Warrior Transition Program (WTP) services. IA/Ad-hoc Sailors include those Active Component personnel under IA Manpower Management (IAMM) orders. IA/Ad-hoc Sailors under IAMM or GSA orders receive "Noble Eagle" numbers for mission tracking purposes.

3. Discussion. The Combat Operational Stress Control (COSC) program is critical to the continued health and readiness of Sailors and ultimately, to the U.S. Navy's enduring support of the Global War on Terror. The COSC continuum spans four distinct phases: pre-deployment, deployment, transition and post-deployment. Warrior Transition follows the Sailor's completion of his/her tour forward deployed operating assignments and prior to his/her redeployment to Navy Mobilization Processing Station (NMPS), a Fleet/parent command or Navy Operational Support Center parent command. Attendance at WTP should occur prior to departing U.S. Central Command Area of Responsibility (CENTCOM AOR) which includes, but not limited to, Afghanistan, Iraq, Kuwait, and Qatar. Each IA/Ad-hoc Sailor should be provided 3-5 days of decompression time per reference (c). The program, geographically located at Camp Arifjan, Kuwait, will be Sailors last in-theater stop prior to return.

4. Responsible Agents:

- a. Director, Warrior Transition Program, NAVCENT Forward Headquarters Kuwait.
- b. Officers in Charge, NAVCENT Forward Headquarters Afghanistan, Iraq, and Kuwait.
- c. IA/Ad-hoc Sailors assigned Noble Eagle numbers.



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CHAPTER 1

INTRODUCTION

The U.S. Navy's Warrior Transition Program in Kuwait is designed to deliver the transition phase of the COSC continuum to IA Sailors, and other departing personnel. The program is comprised of the following elements:

- a. Small group workshop addressing:
 - Combat and Operational Stress Control Continuum (COSC)
 - Reflecting on deployment experiences
 - Reintegration into Family and Society Workshop.
 - Reintegration into U.S. Navy culture and standards.
- b. Individualized counseling (Chaplains, Psychiatric Nurses, and Clinical Social Workers).
- c. Departure Briefs regarding Customs Restrictions, Travel Restrictions, Pay and Allowances, Central Command Commercial Travel Regulations, Amnesty Process, Proper Uniform Disposal/Turn-in, and Follow-on Travel.
- d. Post-Deployment Medical Brief
- e. Structured/unstructured decompression time and activities
- f. WTP internal survey.
- g. Military Equipment: Customs inspection, inventory, turn-in, and custody transfer.
Weapons: Cleaning, inspection, inventory, turn-in, and custody transfer.
- h. Access to resource library of take-away materials

The Warrior Transition Program (WTP) in Kuwait is a Navy unit staffed by active and reserve component Sailors. As such, IA Sailors re-enter a U.S. Navy environment after months of serving in an Army-centric environment. This reintroduction to the U.S. Navy, its culture and standards prepares the Sailor to begin "thinking Navy" prior to leaving the operational theater (see enclosure 1 for "Welcome Aboard" information for the WTP).

Completion of equipment and weapon reclamation in theater expedites the Sailor's return by removing the requirement for intermediate stops at the original gear/weapons issuing site in the continental United States (CONUS). This reclamation effort in theater also reduces the amount of baggage the Sailor is required to carry and be responsible for during their return travel (see enclosure 2 for gear drop inventory sheet).

The Warrior Transition Workshops are composed of small groups (12-15 Sailors), grouped by pay grade, and are facilitated by the WTP Care Team. The workshops are interactive in nature and provide an opportunity to prepare Sailors for return to a non-combat/non-forward deployed operating environment, reunion with family, friends, and shipmates, return to civilian employment, and resumption of family and social obligations. The program should be completed at a facility/site OCONUS in order to minimize external distractions or disruptions and permit the returning Sailor the opportunity to focus on his or her needs. The WTP in Kuwait is considered NAVCENT's Warrior Transition Program for IA Sailors. Follow-on activities will occur through the post-deployment phase around the 90-100 day mark under the auspices of the Bureau of Medicine, Navy Expeditionary Combat Command, Navy Operational Support Center, or parent command.

CHAPTER 2

SCHEDULE

2.0 RESPONSIBILITIES

2.0.1 IA Sailors. No later than 45-60 days prior to expiration of boots on ground (BOG), the Sailor shall contact his/her servicing NAVCENT Forward Headquarters in-country to obtain a Warrior Transition Program (WTP) quota. Due to travel limitations and challenges in theater, ensure date requested will result in final movement out of theater (Kuwait) ten days prior to expiration of BOG. In Afghanistan and Iraq, the Sailor will receive a WTP scheduling email from NAVCENT Forward Headquarters in-country. Prompt return of the requested documentation will ensure a Warrior Transition Program (WTP) quota in the appropriate class.

2.0.2 Units. At least 75 days prior to BOG expiration, units shall provide their quota requirements, transfer of authority timelines, turnover phasing plan, and potential departure issues to servicing in-country NAVCENT Forward Headquarters.

2.0.3 NAVCENT Forward Headquarters in-Country

Upon receipt of the completed WTP quota request, the servicing in-country NAVCENT Forward Headquarters will submit quota request to WTP Kuwait through the BOG tracker. For large groups, prior coordination with WTP is directed

Upon receipt of WTP quota confirmation, the servicing in-country NAVCENT Forward Headquarters will commence follow-on travel arrangements for returning Sailors through coordination with Scheduled Airlines Travel Office (SATO) Bahrain within five working days.

No later than 75 days prior to unit BOG expiration, the servicing in-country NAVCENT Forward Headquarters will commence turnover planning with units. The WTP Director will be included during the planning process.

NOTE: For those units and Sailors assigned to Kuwait, they should contact the WTP Admin (Registration Officer) Staff directly to obtain a quota. Servicing in-country NAVCENT Forward Headquarters will within five working days commence follow-on travel arrangements for returning Sailors through coordination with SATO Bahrain.

2.0.4 Warrior Transition Program. **Upon receipt of WTP quota request** the WTP Staff will review loading plan and submit confirmed quota dates to servicing in-country NAVCENT Forward Headquarters or unit as appropriate within five working days.

2.1 POINTS OF CONTACT

NAVCENT Forward Afghanistan:	DSN: (318) 421-6879/6662
NAVCENT Forward Iraq:	DSN: (318) 446-6289
NAVCENT Forward Kuwait:	DSN: (318) 442-0183
Warrior Transition Center Kuwait:	DSN: (318) 430-7811

2.2 SCHEDULE TIMELINES

2.2.1 Four Days Prior to WTP Class Convening Date. For those personnel flying to Kuwait from Iraq, Afghanistan, or Qatar, travel should begin at least four days prior to the WTP convening date. This ensures that the Sailor does not miss his/her scheduled WTP Class and have to be rolled to the next session. Such a travel plan will allow for higher priority passengers "bumping" IA Sailors, weather conditions grounding aircraft, mechanical malfunctions, or other delays.

2.2.2 Warrior Transition Program Sample Schedule

TWO DAYS PRIOR TO BEGINNING WTP CLASS: Those large groups of 10 or more may be brought to WTP via a bus convoy. Small groups of less than 10 may be brought to WTP via shuttle bus. Sailors will receive a Welcome aboard Handout, turn in orders, Theater of Release Letter and Travel Itinerary, and receive tent assignment and linens.

DAY Zero to Minus One:

As needed:

- Pickup/Convoy to Camp Arifjan
- Tent assignments, admin check in, orders stamp and collection of travel and theater release letters
- "What to Expect/Welcome Aboard" (See enclosure 1)
- Access to WTP Annex and SPAWAR computer/phone system
- Weapons cleaning, inspection, and turn-in

Day One:

- **Weapons cleaning**, inspection and turn-in
- Decompression time, PT, self-entertainment, DSN calls, copying documents, appointments by request with WTP staff

Day Two:

- **Gear Drop**
- **Administrative briefing**
- Access to garden, annex, SPAWAR systems and base facilities for decompression
- Workshops as needed

Day Three:

- **Workshops**
- Access to garden, annex, SPAWAR system and base facilities for decompression

Day Four:

- Travel briefings
- Workshops as needed
- Access to garden, annex, SPAWAR system and base facilities for decompression
- Tent inspection
- Customs inspection
- **Transportation to APOD/KCIA**
 - Military contract flights (rotator) travel in ACU/DCU only - no civilian clothes, no flight suits
 - Commercial travel in appropriate civilian clothing only - no uniform items or military unit markings. Long pants, shirt with sleeves covering the biceps, closed toe shoes, dresses or skirts long enough to cover the knees.

Day Five:

- Depart Kuwait at or about 0300 (local)
- Arrival CONUS at or about 1330 (local)

NOTE: Times may vary and are subject to change.

CHAPTER 3

WARRIOR TRANSITION PROGRAM ATTENDEE REQUIREMENTS

3.0.0 ATTENDEE REQUIREMENTS

3.0.1 Registration. The returning Sailor must contact his/her servicing in-country NAVCENT Forward Headquarters 45-60 days prior to obtain a Warrior Transition Program (WTP) Quota. Due to travel limitations and challenges in theater, ensure date requested will result in final movement out of theater (Kuwait) ten days prior to expiration of BOG. In Afghanistan, the Sailor will receive a WTP scheduling email from NAVCENT Forward Headquarters in-country. Prompt return of the requested documentation will ensure a Warrior Transition Program (WTP) Quota in the appropriate class.

3.0.2 Required information submitted to WTP from each servicing NAVCENT Forward Headquarters in country includes:

- a. Name (Last, First, Middle Initial)
 - i. Rank/Rate/Pay grade:
 - ii. SSN:
 - iii. Gender
- b. Noble Eagle Number:
- c. Service Component (Active/Reserve)
- d. Site where gear and weapons were issued: e.g. Fort Jackson, Fort Bliss
- e. Weapon type(s) and serial number(s):
- f. NMPS for RC departure
- g. Parent command for AC or NOSC for RC:
- h. Expected date of arrival in Kuwait:
Note: This date should be the anticipated rotator or commercial flight out date minus four days
- i. Expected date of rotator back to CONUS:

NOTE: The in-country servicing NAVCENT Forward Headquarters will assist Sailors with future rotator schedules for planning purposes.

3.1 PREREQUISITES

3.1.1 Theater Release Letter (TRL). The departing Sailor will receive a Theater Release Letter signed by an O-6 or above in their NAVCENT chain of command during out-processing. (See enclosure 4 for an example TRL).

3.1.2 Reserve Component (RC) Demobilization Orders. If the Sailor is RC, he/she must contact their servicing in-country NAVCENT Forward Headquarters to request demobilization orders no later than 60 days prior to projected departure. RC Sailors must have demobilization orders in their possession in order to leave theater.

NOTE: If the Sailor arrives at the WTP without demobilization orders, he/she will remain at the WTP until demobilization orders are received. This may result in a delay of return to the NMPS by 10-30 days.

3.1.3 Copies of Transfer/Demobilization Orders. WTP will make all copies of orders. Redeployers should only bring one set of orders.

3.1.4 Valid Military Identification Card. The returning Sailor must have a valid military identification card that is not due to expire within 30 days of departure from the WTP.

NOTE: If the Sailor is unable to obtain a new military ID card prior to arrival at Kuwait, immediately inform the WTP staff upon arrival so arrangements can be made to resolve this issue.

3.1.5 Uniforms/Civilian Attire

a. While assigned to the Warrior Transition Program, returning Sailors are authorized to wear the uniform of the day, appropriate civilian attire, or military physical training attire. Current base policy requires a reflective belt to be worn during the hours of darkness.

b. Sailors who are flying out via the contracted military airlift or scheduled rotator will wear their uniform (DCU/ACU).

c. Sailors who are flying out via commercial airlift will wear long pants, shirt with sleeves covering the biceps, and closed toe shoes. Female IA Sailors may wear dresses or skirts but they must be of modest length, i.e. below the knees, sleeves covering the biceps, and be of opaque fabric.

1) The following articles of clothing are not authorized for wear in deference to Kuwait cultural norms:

- a) Sleeveless dress or a dress with spaghetti style straps
- b) White, brown, military logo and novelty tee shirts
- c) Shorts
- d) Sandals/open-toed shoes
- e) Shirts or blouses of sheer fabric that could be considered revealing
- f) Extremely loose, baggy oversized clothing
- g) Extremely tight or form fitting attire

2) The following types of clothing are not authorized for wear in deference to Kuwait cultural norms and U.S. Force Protection considerations.

- a) Shirts, pants, jackets, belt buckles, ball caps, headgear or other outerwear with military, political, religious, heavy metal/rap/hip hop music, gang graphics, and/or illegal drug themes or logos
- b) Clothing or accessories which clearly identify the wearer as an American or a member of the military.
- c) Any part of the uniform or uniform accessory e.g. ACU backpack, that clearly identifies the wearer as a member of the military
- d) DCU/ACU/Flight uniform or any other military uniform

NOTE: If the Sailor does not have civilian attire, appropriate clothing may be purchased at the Post Exchanges onboard Camp Arifjan.

3.1.6 Monthly Travel Claim Liquidation. Ensure all monthly travel claims have been filed with the servicing in-country NAVCENT Forward Headquarters prior to departure for the Warrior Transition Center. The Warrior Transition Program does not process travel claims. If monthly travel claims have not been presented to, processed and liquidated by the servicing in-country NAVCENT Forward Headquarters, these claims will be included with the Sailor's final travel claim. The final travel claim will be processed either by the parent command's servicing Personnel Support Detachment for AC Sailors or by the NMPS for RC Sailors.

3.1.7 Follow-On Travel Itineraries/Funded Tickets. The servicing in-country NAVCENT Forward Headquarters will provide funded follow-on travel itineraries/e-tickets to each Sailor prior to departure. The Sailor will ensure he/she remains in contact with their servicing in-country NAVCENT Forward Headquarters during the period of 30 days prior to departure. If the Sailor is reporting to NMPS, the NMPS site will provide follow-on travel itineraries/e-tickets.

3.1.8 Other Required Documentation

a. Weapons - If the Sailor's weapon was replaced or reclaimed in country, he/she must have an Army Form 3162 or 2062 indicating formal transfer of custody. The serial numbers for each weapon, and if applicable, weapon component (e.g. AN/PEQ-2A, Scope, Surefire, etc.). If the weapon was modified in country, the Sailor must have documentation from the U.S. Army citing the modifications made and the justification for same.

b. Auto-Opening/Spring-Assisted Knives - Knives that open automatically either by gravity or inertia are prohibited. The only exception is if a Sailor was issued this type of knife for official use. If so he/she must have documentation signed by a commissioned officer in their chain of command stating the knife was issued for use during official military duties.

c. War Trophy/Souvenirs - These are authorized only if the Sailor has a completed and signed DD Form 6903-1 signed by an O-5 or above.

3.1.9 Fitness Reports/Evaluations. All Sailors shall receive a signed copy of their Fitness Report or performance Evaluation prior to detachment from their Command/Organization/Unit.

3.2 **TRANSPORTATION REQUIREMENTS**

3.2.1 Arrival at Ali Al Salem Air Base, Kuwait. Upon arrival at Ali Al Salem Air Base in Kuwait, the Sailor shall check in with the NAVCENT Forward Kuwait Aerial Port of Debarkation (APOD) Liaison Officer (LNO). This ensures proper accountability, mustering, and roster development for follow-on convoy to WTP, Camp Arifjan. If there are more than 10 redeployers arriving at a time, a convoy will take them to Camp Arifjan, if less than 10 they will be placed on the next departing shuttle bus.

3.2.2 Arrival at Camp Arifjan, Kuwait

The Ali Al Salem shuttle bus will drop the Sailor at the Zone 1 Shuttle Stop.

a. If the Sailor has checked in and obtained their ticket from the APOD LNO, a representative from the WTP will meet the shuttle and transport the Sailor to the WTP Tent which is located in Zone 6. If a redeployer arrives at the shuttle stop and they do not have a ride from WTP Staff, depart the bus, make a left face, walk 50 feet across the street to the MWR Community Center and ask any MWR staff to use the phone to call WTP. The WTP Duty Petty Officer can be reached at DSN: (318) 430-7811.

3.3 **CHECK-IN/PARTICIPATION**

3.3.1 Check-in at Warrior Transition Program (WTP)

a. If the Sailor does not arrive with the convoy, he/she must check in with the WTP Duty Petty Officer. The WTP Tent is manned from 0700-2200 daily. The WTP Duty Petty Officer will provide a tent assignment, information package, and mustering guidance and each Sailor will provide his/her original or demobilization orders, travel itinerary and theater release letter.

b. If the Sailor arrives with the convoy, he/she will complete the check-in process after arriving at Camp Arifjan. Each Sailor will provide their original or demobilization orders, travel itinerary and theater release letter.

3.3.2 Daily Muster. If the Sailor arrives early for his/her WTP Class, he/she will be expected to muster in person daily with the WTP Duty Petty Officer between 0800 and 1000.

3.3.3 Berthing/Class Loading Limitations

a. WTP berthing tents are limited on board Camp Arifjan. Should the Sailor arrive well in advance of their class convening date, or if no space is available at Camp Arifjan, he/she may be berthed at Ali Al Salem or Camp Virginia. Service members may be asked to maintain Sleeping Bag if linen not avail.

b. In order to maximize transition assistance, WTP class sizes are carefully monitored and managed. If the Sailor arrives far in advance of their scheduled class convening date, he/she will not be enrolled in or processed through an earlier WTP class.

3.3.4 Participation During Warrior Transition Program

As noted in paragraph 2.2.2 above, the Sailor will participate in all scheduled WTP activities. This ensures that the Sailor is properly prepared for return from deployment, medical issues are documented, combat equipment and weapons are properly accounted for, and special pays are stopped to prevent overpayment/ indebtedness to the government.

3.4 DOCUMENTATION

3.4.1 Warrior Transition Program Documentation. Each Sailor will be provided with the following signed documents:

- Weapons/ Weapons Attachments Transfer of Custody Turn-in Receipt
- Page 13 Warrior Transition Program workshop completion sheet
- Combat Equipment Turn-In Inventory/Transfer of Custody Turn-in Sheet

These documents should be safeguarded and retained for a minimum of three years. It is recommended the WTP Page 13 completion sheet be retained indefinitely within the member's service record.

3.4.2 Travel Documentation

Each Sailor must have the following documents readily accessible on the day of departure:

- a. Original and 2 copies of signed/stamped copy of orders
- b. Original and 1 copy of Theater Release letter signed by an O-6
- c. Original copy of flight itinerary/e-ticket
- d. Valid Military Identification card

NOTE: These documents serve as the Sailor or DoD Civilian's ticket and passport to depart from Kuwait, board connecting flights, and re-enter the United States of America. Additional copies are used when filing the final travel claim.

3.5 TICKETING RESTRICTIONS

3.5.1 SATO Bahrain

SATO Bahrain is the sole servicing travel and ticketing agent for returning Sailors. Travel arrangements are from Kuwait to either the IA Sailor's parent command or the NMPS. SATO cannot assist with changes made due to personal preference or convenience.

NOTE: If the Sailor chooses to make alternate travel arrangements, these must be personally arranged by the Sailor. Due to the potential for flight delays out of Kuwait, Sailors will not make alternate travel arrangements until their actual return to the United States of America.

CHAPTER 4

PROCESS

4.0 BERTHING

4.0.1 Tent Assignments. WTP attendees will be berthed in tents within walking distance of the Warrior Transition Center tent. Each tent contains lockers and bunk beds with mattresses.

4.1 SLEEP SYSTEM/LINEN PROGRAM

4.1.1 Sleep systems should be clean and ready for gear turn-in, it is not needed at WTP.

4.1.2 Linen Program. Each Sailor will have the option to check out linens/blanket/pillow for use during their stay at the WTP. At final check-out, the Sailor will return the linens/blanket by placing them in the tri-wall in the WTP.

4.1.3 Privately Owned Linens. Sailors are authorized to bring their own linens for use during their stay at the WTP. At final check-out, those Sailors may donate to the WTP any linen/blanket/pillow which they do not wish to transport back to the United States.

4.2 WEAPONS TURN-IN (DAY ZERO)

4.2.1 Weapons Turn-In. Upon arrival at WTP Sailors will tag and turn in their weapons to the custody of the Gunner's Mates. The tag will list the sailor's name, last four and the place from which the weapon was issued.

4.3 WEAPONS CLEANING (DAY ONE)

4.3.1 Administrative Paperwork.

Prior to reporting to the weapons cleaning station, the Sailor must fill out a Weapons Receipt listing serial numbers of weapons and attachments, i.e. CCO Scope, Surefire, AN/PEQ-2A, etc. If the Sailor was issued a weapon, the same weapon must be turned in to the WTP Staff. Those sailors who are not turning in a weapon will not participate in weapons cleaning.

4.3.2 Weapon Custody Form. If you received a weapon on behalf of another sailor, present the weapon custody form to the WTP GMs and participate in the weapons cleaning as usual.

4.3.3 Weapons Cleaning Station. At the weapons cleaning station, all accessories and/or attachments must be removed from the weapon. It must be broken down with the bolt removed. All carbon, oil, residue, etc. must be removed from the weapon. Weapons must be dry for inspection: no CLP, sand, dirt or carbon. Weapon cleaning supplies are provided by the WTP.

4.3.4 Weapons Inspection. The weapons inspector will check to ensure the weapon is "inspection ready" by running a white Q-tip over various surfaces. When the weapon passes inspection, the sailor will receive a weapon turn in sheet.

NOTE: If the Sailor is required to travel with a weapon, the Sailor must inform the WTP Staff upon arrival.

4.4 COMBAT EQUIPMENT TURN-IN (DAY TWO)

4.4.1 Combat Equipment Turn-In. Sailors will bring all military gear issued to them for the gear drop at the time scheduled. While waiting in line, the Sailor should remove the SAPI plates from the Interceptor Body Armor (IBA), as well as any ammo pouches or other attachments added to the IBA. Each seabag or large backpack will be emptied and the Navy Customs official will examine each item to ensure it is free of sand, mud, and/or "pinchable dirt." Upon completion of the Customs inspection, the Sailor will move to the Final Inspector's table to present the inventory sheet for review and certification.

NOTE: There are several combat equipment items issued which the Sailor may retain. These include: DCU/ACU blouse and pants, boonie hats, and eight point covers, gloves, boots, sweatshirt and sweatpants, physical training shorts and tee shirt, uniform tee shirts and socks, small backpack, long underwear (silbies) and ballistic glasses. If the Sailor does not want to retain these items, a tri-wall is available for the Sailor to discard these items. **The DCU/ACU blouse and pants, boonie hats, and eight-point covers MAY ONLY BE DISCARDED in a brown amnesty box or the WTP designated tri-wall** for the WTP uniform recycling program.

4.5 ADMIN BRIEF (DAY TWO)

4.5.1 Administrative Brief. The Sailor will attend an admin brief introducing the WTP staff and an overview of the process. It will cover COSC, Customs, travel, medical, and administrative items the redeployer needs to know.

4.6 WARRIOR TRANSITION WORKSHOP (DAY THREE)

4.6.1 Warrior Transition Workshop. The Warrior Transition Workshop is a small group, interactive process, facilitated by the WTP Care Team. The workshop topics are (1) Honoring the Sailor's service (2) Reflecting on the deployment experience (3) Combat and Operational Stress Control (COSC) dynamics and (4) Reintegration into command, family and society.

4.6.2 Participation in the Warrior Transition Workshop is directed by the CNO for all returning Sailors.

4.7 WTP SURVEY

4.7.1 WTP Survey. The WTP survey will be completed at the end of the workshop. The information is used to improve the overall Warrior Transition Program process as well as provide feedback to various stakeholders in the IA mobilization process.

4.8 DEPARTURE BRIEF (DAY FOUR)

4.8.1 Departure/Travel Brief. The Departure/Travel Brief covers all steps required to accomplish travel from Kuwait to CONUS. Each redeployer will attend either the rotator brief, or the commercial travel brief. Information in regard to orders, itinerary, baggage, bus/convoy departure time, customs requirements, connecting flights and NMPS connections are given during the departure/travel brief.

4.9 PERSONAL TIME/DECOMPRESSION ACTIVITIES

4.9.1 Personal Time/Decompression Activities. Personal time for each Sailor is programmed into the WTP process. Sailors may call home via DSN lines or commercial telephones, contact family and/or friends to discuss return and reunion plans, interact with fellow Sailors, shop at the on-base bazaars, mail packages, participate in self-selected recreational activities such as working out at the gym or swimming at the pool, enjoy the various food courts, surf the net, participate in religious activities, and engage in self-reflection and self-evaluation.

4.9.2 Individual Counseling. The Sailor may elect to request individual counseling or conversation with WTP Care Team members at any time during the WTP process.

4.10 RETURNING WARRIOR WEEKEND

4.10.1 The Returning Warrior Weekend (RWW) is available to both Active and Reserve Component Sailors who served as an IA along with the Sailor's spouse, or if unmarried, a significant other or close family member. The RWW workshop is comprised of group presentations, small group breakout sessions, vendor informational sessions, and one-on-one counseling in a conference-style setting. The facilitators are carefully selected and trained to help the participants through potentially sensitive and emotional discussions as an integral part of both family and mission readiness. (See www.IA.NAVY.MIL for more information and a list of upcoming RWW dates and locations). All redeployers are encouraged to take advantage of this continuing care opportunity upon their return.

4.11 TENT INSPECTIONS AND LINEN TURN-IN

4.11.1 Tent Inspections. Prior to departure from WTP, tents will be inspected utilizing tent inspection sheets. Sailors are provided brooms and other cleaning material to ensure the tent is ready for the next WTP group of Sailors. If the tent does not pass inspection, the occupants will be notified of the discrepancies and given the opportunity to correct them.

4.11.2 Trash Receptacles. Trash receptacles will be inspected on a random basis to ensure they do not contain uniforms, uniform components, or other military items. If uniforms are improperly disposed of, the Sailor will be held accountable and will remain in Kuwait until this UCMJ violation is resolved.

4.11.3 Linen Turn-In. At final check-out, the Sailor will return the linens/blanket by placing it in the tri-wall in the WTP.

NOTE: At final check-out, those Sailors who used his/her private linens may donate to the WTP any linens/blanket/pillow which they do not wish to transport back to the United States.

4.12 CUSTOMS

4.12.1 Pre-Customs Check. The Sailor is encouraged to pre-inspect his/her checked and carry-on baggage to ensure the following prohibited items have not been packed: unexpended ordinance, sand, soil, rocks and marble, multiple DVDs or CDs, non-sanctioned reproductions of factory originals, historical or cultural artifacts, license plates, non-U.S. documents, zippo lighters with flints inside, dead animals, stuffed animals filled with straw, over 100 cigars, over 200 cigarettes, Cuban or unmarked cigars, dirty Hookah pipes, war trophy or souvenir without appropriate documentation, or knives that open automatically whether by gravity or inertia (switchblades) without appropriate documentation.

4.12.2 Military Travel. For those personnel traveling via military airlift, i.e. the rotator, they will process through Customs onboard Camp Arifjan. An amnesty box is available at the Customs Sunshade in the event the Sailor realizes they have not disposed of a restricted item.

a. A designated percentage of Sailors will present their bags for a 100% inspection. All baggage items will be emptied out on the sorting/inspection table. The Navy Customs official will inspect all contents to ensure they are in compliance with Customs Restrictions. After the contents have passed inspection, the contents will be placed in a rolling laundry cart and the Sailor directed to a table in order to repack his/her seabags, backpacks, and luggage. The baggage will be weighed, tagged, and loaded onto the gear truck.

b. All other Sailors and their baggage will pass through Customs/TSA scanners and submit their items for further inspection as directed. The Navy Customs Official may inspect all contents to ensure they are in compliance with Customs Restrictions.

c. After Customs has been completed, the Sailor will remain in Customs at the designated waiting area until it is time to board the buses and convoy to the Air Terminal.

4.12.3. Commercial Travel. Personnel flying via commercial airlift will not participate in the Navy Customs inspection. They will go through the customs process INCONUS at the port of arrival.

CHAPTER FIVE

OUT OF CYCLE/EARLY DEPARTURES FROM THE CENTCOM AREA OF RESPONSIBILITY

5.0 EMERGENCY REDEPLOYMENT

5.1 Emergency Departure.

A Sailor whom is departing the CENTCOM AOR early due to military necessity. These Sailors are released from their command for reasons which prevent them from completing their assigned tour. For emergency leave, in-country NAVCENT Forward Headquarters will email a copy of orders, theater release letter and American Red Cross Message to the WTP Director and WTP LCPO and phone WTP Director or WTP Duty Desk at 318-430-7811 for notification prior to arrival. The WTP POC will notify the WTP Director and Care Team Director and alert the reception, gear and weapons reclamation team. The Sailor shall process through the Warrior Transition Program but will participate in a personalized and abbreviated program. Depending upon the situation and Care Team Member's assessment the Sailor may remain at WTP overnight in order to provide decompression time and ensure safe travel.

5.1.2 Required Documentation. In addition to orders and theater release letter, the emergency returning Sailor shall have a copy of the American Red Cross message outlining the emergency and requirement for the Sailor to return home.

5.1.3 Coordination with NAVCENT FORWARD servicing LNO. The emergency returning Sailor or their assigned command representative shall contact their servicing in-country NAVCENT Forward Headquarters upon approval to depart the theater from their command. The NAVCENT Forward Headquarters will assist with travel to Ali Al Salem Air Base, demobilization orders if applicable, coordination with Warrior Transition Program, and other matters as required.

5.2 EARLY DEPARTING SAILORS

5.2.1 Early Departing Sailors. The Early Departing Sailor is a Sailor whose mission is completed and their skill sets are no longer required. This Sailor is returning to their parent command prior to the original return date. From a WTP perspective, this Sailor is identical to the normal WTP Sailor. The only difference is their quota request may not meet the 45 day lead time.

5.3 MEDICAL EVACUATION SAILOR

5.3.1 Medical Evacuations. Sailors with a documented medical condition which preclude their continuing service in theater are considered medical evacuations (MEDEVAC). These Sailors will be processed through the MEDEVAC system in order to ensure follow-on evaluation and treatment is provided in CONUS prior to demobilization or return to parent command. Sailors who are in the MEDEVAC system bypass the Warrior Transition Center in Kuwait.

5.3.2 Coordination with the Sailor's servicing NAVCENT Forward LNO. A MEDEVAC Sailor or assigned command representative shall contact their servicing in-country NAVCENT Forward Headquarters upon receipt of MEDEVAC orders. The servicing country NAVCENT FORWARD LNO is responsible to update the Sailor's status in the AOR.

CHAPTER SIX

REGULATIONS

During the Sailor's assignment to the Warrior Transition Center, Kuwait, the following theater regulations, orders, directives, and instructions remain in effect. All Sailors will comply.

6.1 ARCENT GENERAL ORDER ONE BRAVO

Web Link :

http://www.arcent.army.mil/aor_units/ig/ig_bulletins/2009%2003%20mar%20alcohol%20and%20drug%20abuse.pdf

6.2 NAVCENT OPORDER 1000-07

Web Link :

https://www.cnic.navy.mil/navycni/groups/public/documents/document/cnip_050603.pdf

6.3 NAVY CUSTOMS BATTALION INSTRUCTION 3501.1A

Web Link : http://www.usa-federal-forms.com/navy/3-pdf-forms_pubs/neds.daps.dla.mil/Directives/03000%20Naval%20Operations%20and%20Readiness/03

WTP Departure Gear Inventory

*Attach Original Hand Receipts if available (list may not be complete)

NOTE: ALL ITEMS DO NOT APPLY TO ALL SAILORS

Name: _____ SSN: _____

URF: _____ Issuing Installation: _____

*** Central Issuing Facility, NAVSEA, or PEO Soldier Hand Receipts/DD 1149 will supersede this List**

Nomenclature	UI	Turn-in Instruction	Qty Iss	Qty Ret	Comment(If Applicable)
Bag Barracks	EA	Empty & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Bag Duffle	EA	Empty & fold	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Bag Waterproof	EA	Empty & fold	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Belt Indiv. Equipment	EA	Remove attachments	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Outer Tactical Vest	EA	Remove all attachments and inserts	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Body Armor Lg Plates	EA	Remove from IBA Vest (OTV)	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Body Armor. Groin	EA	Detach from IBA Vest (OTV)	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Body Armor, Neck	EA	Detach from IBA Vest (OTV)	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Body Armor, Side Plates	EA	Detach from IBA Vest (OTV)	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Canteen Cover (1 QT)	EA	Remove canteens	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Canteen Cup	EA	Separate from canteen/canteen cover	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Canteen (1 QT)	EA	Remove from canteen cover	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Entrenching Tool	EA	Remove from Carrier/Pouch	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Entrenching Tool Carrier	EA	Separate from Entrenching Tool	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Mat, Sleeping	EA	Air out and roll	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Insect Net Protector	EA	Fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Small Arms Case	EA	Insect for contrabands	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
DCU Gortex Parka,	EA	Empty pockets and fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
DCU Gortex Trouser	EA	Empty pockets and fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other

RFI

*** Central Issuing Facility or PEO Soldier Hand Receipts/DD 1149 will supersede this RFI list**

Advance Combat Helmet	EA	Remove straps, cushions, and cover	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Ballistic Spectacles	PR		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
ECWCS-Foliage Green	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Fleece Jacket (3 rd Layer)					<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
ECWCS-ACU LW Wind Jacket (4 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
ECWCS-ACU MW Cold Weather Jacket (5 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
ECWCS-ACU MW Cold Weather Trouser (5 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
ECWCS-Wet Weather Jacket (6 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
ECWCS-ACU Wet Weather Trouser (6 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
ECWCS-XCW Parka, Urb. Gray (7 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
ECWCS- XCW Trouser, Urban. Gray (7 th Layer)	EA	Empty pockets & fold	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Imp First Aid Kit (IFAK)	PK	Open & Inspect for Contraband	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Hemcon for IFAK	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Goggles (SWD)	ST	Open & Inspect for contrabands	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Knee/Elbow Pads	PR	Stuff one inside the other and secure	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Infrared Strobe, Small	EA		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Modular Sleep System	ST	(5) Total Pieces per System	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Fighting Load Carrier	EA	MOLLE Vest	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Assault Pack (Field PK)	1/7	Breakdown all pieces	1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
MOLLE Pack Frame	2/7		1		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other
Sustainment Packs	4/7	Remove from sides of assault pack	2		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Recv <input type="checkbox"/> Other

Waist Belt	5/7	Remove from frame	1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Waist Pack	6/7	Remove from assault pack	1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Frame Shoulder Straps	7/7	Detach fr frame and rucksack	1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
MOLLE Triple Mag Pch	EA	M4/M16	2	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
MOLLE Single Mag Pch	EA	M4/M16	3	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
MOLLE Flash Bang	EA		1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
MOLLE Grenade Pouch	EA		2	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
MOLLE Bandoleer	EA		1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
MOLLE Canteen Pouch	EA		2	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
M. Entrench Tool Carrier	EA		1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Hydration System	EA	Discard bladder	1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Multi-purpose Tools	EA		1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Strap Cutter	EA		1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other

CBR/J-LIST * DD 1149 from NAVSEA will supersede this CBRN list

Mask & Cover, CBR	EA	Leave in pouch	1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
MOPP Gear (Backpack)	EA	Leave MOPP Gear in backpack	1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other

NAVY/ECRC Funded Mission Equipment

Holsters, Shoulder	EA		1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Holster, Tactical	EA		1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Shoulder Strap	EA		1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Tactical Sling, Rifles	EA		1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Gun Case, Sm Arms	EA		1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Gun Case, Rifles	EA		1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Drop Leg Holster	EA		1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other

Navy/ECRC Purchased Special Equipment (Air Crew, Air Advisor, and other Flight Status Missions)

NOMEX Flt Gloves, Tan			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
3-Day Backpack			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Retent.Lanyard Sm Arms			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Folding Blade Knife			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Shoulder Holster M-9			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Padlocks, GSA 5200 S			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
IR Strobe Lt (Fire Fly)			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Seat Belt Strap Cutter			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Multi-tool			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Leather Work Gloves			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Flashlight w/ red lens filter			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
LED mini-light			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Aircrew Helmet			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Aircrew Body Armor (LVL III)			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Aircrew Survival Vest			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Helmet Bag (Tan)			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other
Flyers Jacket			1	<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Never Recv	<input type="checkbox"/> Other

WARNING!!! DO NOT DISCARD UNIFORMS/EQUIPMENTS IN TRASH RECEPTACLES.

Items on this list are not all inclusive. To ensure property books are properly cleared, return all items listed on hand receipts. A good rule of thumb is to turn in everything that does not touch the skin.

Signature: _____

Date: _____

Print Name: _____

**YOUR COMMAND'S LETTER HEAD
(INSERT HERE)**

**IN REPLY REFER TO
11 Jul 07**

From: INSERT HERE (COMMAND'S FULL NAME)
To: PO1 John Doe, USN, XXX-XX-1111

Subj: RELEASE FROM OPERATIONAL THEATER

1. Effective (DATE), your temporary additional duty is terminated. You are directed to proceed to the Warrior Transition Center Kuwait/CTF-IA per your orders your parent command, (insert Parent Command CONUS/OCONUS).

J. W. Smith
CAPT (O-6) or above

Enclosure (2)