



MARINE CORPS **VOLUNTARY** APPELLATE LEAVE CHECKLIST

NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY

APPELLANT NAME: _____ **EDIPI:** _____

RUC: _____ **UNIT:** _____

- **Voluntary Appellate Leave** can be requested by the member when all confinement is completed (if awarded), but the Entry of Judgment (EOJ) has not been signed. The member will remain under the current unit's RUC until the local legal review is complete, the Convening Authority (CA) has acted, and the EOJ has been signed. Complete section 1 of this checklist prior to placing a member on Voluntary Appellate leave.
- **Change of Status from Voluntary to Involuntary Appellate Leave** occurs when the CA has acted and the EOJ is complete. A letter/orders shall be provided to the member informing them of the change in their status from Voluntary to Involuntary Appellate Leave (effective date of involuntary appellate leave shall be no earlier than the date of the EOJ). The member must be transferred to NAMALA upon completion of section 2 of this checklist (section 1 should have been completed prior to sending the member on voluntary appellate leave).

*****SECTION 1 MUST BE COMPLETED BY MEMBER'S UNIT AND IPAC/RPAC PRIOR TO MEMBER
DEPARTING THE UNIT ON VOLUNTARY APPELLATE LEAVE*****

1. APPELLATE REVIEW DOCUMENTS/TASKS (INITIAL OR WRITE "N/A" FOR EACH ITEM):

(UNIT ACTIONS)

- _____ **Voluntary Appellate Leave Request** with CA's approval (see enclosure (2) of MCO 1050.16A)
- _____ **DNA Collection** completed IAW 10 U.S.C. 1565. DNA collection date _____;
Kit # _____ (*if applicable, see attached chart for qualifying offenses*)
- _____ **DD FORM 2791** Notice of Release/Acknowledgement of Convicted Sex Offender Registration completed
IAW DoDI 1325.07 (*if applicable*)
- _____ **Statement of Trial Results (SOTR)**
- _____ **Separation Physical** completed to include HIV, DD Form 2807-1, DD Form 2808, and SF-600. For
Reservists, DD Form 2697 is additionally required.
- _____ **Complete Transition Readiness Seminar (TRS)** (to include Capstone and DD FORM 2648 Pre-Separation
Checklist)
- _____ **Revoke** member's Security Clearance (per SECNAV M-5510.30)
- _____ **Update** Service Member's Group Life Insurance (SGLI) IAW MARADMIN 220/18 (ensure member
logs into MILCONNECT to certify SOES election utilizing their CAC or by creating a DS Logon). Print a
copy for inclusion in the appellate leave package. Units may use SGLV-8286 (for member) and SGLV-8286a
(for spouse) only if MILCONNECT is not accessible.
- _____ **Advise** member to obtain a valid appellant ID card for the member and dependents (if applicable) at the
nearest RAPIDS location. Contact NAMALA for a control number (required for Appellant ID card issuance).
- _____ **Military Protective Order (MPO)** (*if applicable*). If the losing unit's Commanding Officer (CO) wishes to
extend a member's active MPO, the unit CO shall notify the CO, NAMALA prior to transferring the member
IAW MARADMIN 216/20. If the active MPO is no longer applicable, losing unit shall submit an MPO
cancellation (DD 2873-1) to local Law Enforcement. Send MPO (DD 2873) directly to NAMALA at
namala_staff@usmc.mil.

(IPAC/RPAC ACTIONS)

- _____ **Full Audit** to include the following: (ensure all entries are reflected in 3270 and include a copy of the updated
audit in the appellate leave package)
 - _____ **Basic Individual Record (BIR)** (ensure contact info is updated)
 - _____ **Basic Record of Emergency Data (RED)**
 - _____ **Complete** all appropriate unit diary entries and ensure they have been reported in MCTFS (utilize the
MCTFS checklist for voluntary appellate leave)
 - _____ **Report** NAVMC 11116 in increments of 15 days



MARINE CORPS **VOLUNTARY** APPELLATE LEAVE CHECKLIST

NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY

*****SECTION 2 ARE ACTIONS REQUIRED BY THE UNIT AND IPAC/RPAC UPON RECEIPT OF THE
CAA/EOJ AND CHANGE OF STATUS ORDERS HAVE BEEN ISSUED TO MEMBER*****

2. CHANGE OF STATUS TO INVOLUNTARY APPELLATE LEAVE TASKS (INITIAL EACH ITEM):

(UNIT ACTIONS)

___ **Issue** member Change of Status from Voluntary to Involuntary Appellate Orders (see enclosure (3) of
MCO 1050.16A)

___ **Convening Authority's (CA) Action (CAA)**

___ **Entry of Judgment (EOJ)**

(IPAC/RPAC ACTIONS)

___ **Complete** the remaining unit diary entries and ensure they have been reported in MCTFS (utilize the MCTFS
checklist for voluntary appellate leave (bottom portion))

___ **Forward** a copy of entire Appellate Leave package (both sections) to NAMALA at namala_staff@usmc.mil

___ **Mail** Medical and Dental records via Certified Mail to NAMALA. If the medical/dental record has been lost,
and/or the medical record was created in GENESIS, a Service Treatment Record (STR) form (stating that
records will not be mailed) is required.

**COMMANDING OFFICER
NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY
1325 10TH ST SE BLDG 196 SUITE 303
WASHINGTON, NAVY YARD, D.C. 20374-5147**

**** A COPY OF ALL COMPLETED DOCUMENTATION AND THIS COMPLETED CHECKLIST MUST
BE FORWARDED TO NAMALA FOR REVIEW/PROCESSING. NAMALA WILL NOT ACCEPT
APPELLANT UNTIL ALL LINE ITEMS ARE RECEIVED. ****

Voluntary Appellate Leave Checklist

Section 1 Completed By: _____ Phone/Email: _____

Diary entries Completed By: _____ Phone/Email: _____

Change of Status from Voluntary to Involuntary Appellate Leave

Section 2 Completed By: _____ Phone/Email: _____

Diary entries Completed By: _____ Phone/Email: _____

NAMALA CONTACT INFORMATION

PHONE: (202) 685-0100

EMAIL: namala_staff@usmc.mil

WEBSITE: <https://www.hqmc.marines.mil/Agencies/Navy-Marine-Corps-Appellate-Leave-Activity/>

**REFERENCES: 10 U.S.C. 706; 10 U.S.C. 876a; NAVMED P-117, CHAP 15; MCO 1050.16A; DoDI 5505.14;
SECNAV M-1640.1; MARADMIN 220/18; MARADMIN 216/20**

VOLUNTARY APPELLATE LEAVE MCTFS CHECKLIST

THE FOLLOWING TRANSACTIONS NEED TO BE REPORTED PRIOR TO PROCESSING TTC 061-000 TO APPLV LV (VOLUNTARY) - BE ADVISED THAT UNIT/IPAC WILL CONTINUE TO TRACK THE MEMBER UNTIL EOJ IS RECEIVED	TTC CODE	3270 SCREEN	INITIAL WHEN COMPLETED	NOTES:
COURT MARTIAL ENTRIES				
COURT MARTIAL PUNISHMENT	257 000	D990		NOTE 1: DNA Collection Date = the date on DNA collection form.
COURT MARTIAL AWARDED (SPECIAL)	268 002	D119		NOTE 2: Reporting TTC 347 updates the TRED and TTC 309 reduces coverage (see additional guidance)
COURT MARTIAL AWARDED (GENERAL)	268 003	D119		NOTE 3: GCM Date = either (1) date released from confinement (if confined) or (2) date of CA's Action (CAA)
PROMOTION RESTRICTION (WHEN APPLICABLE)	053 005	GRAD		NOTE 4: Report TTC 262 whenever it is received; CAA may reject, but it will post
REDUCTION (ONLY REPORT IF 257-000 FAILS TO CORRECT THE REDUCTION)	056 000	GRAD/D702		NOTE 5: CA - CO EDIPI = the CA's EDIPI that can be found on the CA's Action (CAA)
CONFINEMENT ENTRIES				ADDITIONAL GUIDANCE:
TO CONFINEMENT (VALIDATE TYPE OF CNFT BASED ON DD-FORM 2707 PRE-TRIAL AAHA 310-000, CONFINEMENT OF GCM IS 310-006, AND CONFINEMENT OF SPCM IS 310-009)	MULTIPLE	CHRO/D188/D601		The following TTCs are the only ones that can be reported when a Marine is in an Appellate Leave status: '0000', '0009', '0021', '0056', '0061', '0062', '0068', '0088', '0089', '0112', '0157', '0193', '0244', '0262', '0275', '0278', '0335', '0369', '0378', '0381', '0386', '0408', '0448', '0473', '0494', '0499'.
FROM CONFINEMENT (VALIDATE DATE AND TIME OF RELEASE BASED ON DD FORM 2718)	313 000	CHRO/D188/D601		
AUDIT ENTRIES				
HIV (MEMBER MUST COMPLETE AN HIV DRAW 60 DAYS PRIOR TO EXECUTING APPELLATE LEAVE)	499 001	TBIR		*RFF-KCI is working on a JRS to add TTCs 212 and 263 to this list
DNA (IF APPLICABLE IT MUST BE COMPLETED WITHIN 60 DAYS OF EXECUTING APPELLATE LEAVE) (SEE NOTE 1)	039 000	TBIR		
LAST PHYSICAL EXAM (MUST BE COMPLETED WITHIN 365 DAYS OF EXECUTING APPELLATE LEAVE)	813 000	TBIR		For SGLI: Whenever possible, ensure the member confirms/declines coverage via MILCONNECT (the member's election in MILCONNECT will feed into all the necessary systems and alleviate any issues with reporting SGLI TTCs). If a Marine has committed an offense that does not allow them access to a government computer, the other options available are: (1) the member can access MILCONNECT on their personal computer with a DS Login when feasible or (2) the unit can use the paper copy form. Under these two options, be advised that if a Marine declines coverage on a date after the 1st of the month, TTC 309 cannot be reported until the 1st of the following month.
BIR AND RED AUDIT (ADDRESS, PHONE, EMAIL, LAST SCREENING DATE, RED CERET DATE, ANY EMERGENCY CONTACT CHANGES, ETC)	MULTIPLE	TBIR		Once a member is placed on voluntary appellate leave:
MAILING ADDRESS (THIS IS CRUCIAL IN ORDER TO MAIL OUT CORRESPONDENCE TO APPELLANT. EXAMPLE: DD-214, VOLUNTARY TO INVOLUNTARY LETTER, ANY OTHER FUTURE LETTERS FROM NAMALA)	499 025	TBIR		Since the only transactions that need to be reported are TTC 212-000 and TTC 263-000, the reporting unit can take the following steps:
HOME PHONE NUMBER	499 024	TBIR		<ul style="list-style-type: none"> Report DELETE AS ERRONEOUS for TTC 061 Report the required entries (TTC 212-000 and TTC 263-000) Re-report TTC 061 to return the Marine to Appellate Leave status
CELL PHONE NUMBER	499 040	TBIR		
PERSONAL E-MAIL ADDRESS	386 007	TBIR		
BAH DEPENDENCY CERT DATE	816 000	TBIR		
ANNUAL SCREENING	815 000	TBIR		
DEPENDENT GEO LOC CODE (ONLY REPORTED IF MEMBER HAS DEPENDENTS)	417 000	TBIR		
OVERSEAS CONTROL DATE (APPLIES ONLY TO WHISKEY APPELLANTS)	071 000	TBIR		
TRAINING EVENT "TA" (TRANSITIONING SEMINAR) (TRS IS MANDATORY FOR ALL MEMBERS SEPARATING REGARDLESS OF THE SEPARATION TYPE)	483 000	TBTR/D168		
TRAINING EVENT "TZ" (CAPSTONE) (TRS IS MANDATORY FOR ALL MEMBERS SEPARATING REGARDLESS OF THE SEPARATION TYPE)	483 000	TBTR/D168		
RED ENTRIES AND CERT DATE	MULTIPLE	TRED		
SGLI (VERIFY MEMBER'S SGLI ELECTION (CONTINUE/DECLINE)) (SEE NOTE 2)	347 000	TRED/D801/D804/D806		IPACs/RPACs shall report the TTC 061 for VOLUNTARY Appellate Leave in the following manner:
SGLI (VERIFY MEMBER'S SGLI ELECTION (CONTINUE/DECLINE)) (SEE NOTE 2)	309 000/002			(1) Report all TTCs above the 061-000 TTC on the MCTFS checklist (the only TTCs not reported are Court Martial History (212 000) and EOJ (263-000))
STOP CRA (CLOTHING REPLACEMENT ALLOWANCE)	301 002	REMARK SUMMARY/D965		(2) Report TTC 061-000 (continue to track appellant until EOJ is completed; ensure all the required documents from the command are received)
STOP DMR (IF APPLICABLE)	475 001	REMARK SUMMARY/D924		(3) Upon receipt of the CAA, report the CA's Action (262)
CHANGE BAH (MUST REPORT ENTRY FOR APPELLANT'S ZIP CODE REFLECTED ON APPELLATE LEAVE ORDERS)	388 001	REMARK SUMMARY/D901		(4) Upon receipt of the EOJ, report the DEL/ERR 061, then report the Court Martial History (212), then the EOJ (263), and lastly re-report the To Appl Lv (061)
CHANGE CONUS COLA	277 000	REMARK SUMMARY/D934		(5) Submit join package with completed NAMALA checklist to NAMALA (namala_staff@usmc.mil)
MISCELLANEOUS ENTRIES TO BE REPORTED (IF APPLICABLE)				(6) Forward the medical/dental records to NAMALA via certified mail (STR required for lost records, or a medical record created in GENESIS)
TIME LOST (TIME LOST IS ONLY REPORTED IF A MEMBER IS RAN FROM CONFINEMENT) -- Description code matters	322 002	D188		* For appellants who went on voluntary appellate leave, there will be no TTC putting them on involuntary appellate leave. Stakeholders will have to use the voluntary leave orders (encl (2) of MCO 1050.16A) and change of status orders (encl (3) of MCO 1050.16A) to confirm dates.
STOP PRIVATIZED HOUSING (IF A MEMBER IS IN RECEIPT OF PRIVATIZED HOUSING WITHOUT A DEFERMENT, IT MUST BE STOPPED)	185 001	REMARK SUMMARY/D995		** For all Appellate Leave (MCTFS) record issues, please submit a trouble ticket to MISSO-09 via MOL Trouble Ticket for guidance. Attach all related source documents within the trouble ticket.
WAIVER AUTO FORFEITURE	259 000	D990		
GOOD CONDUCT MEDAL DATE (SEE NOTE 3)	140 001	AWDS/D143		
REPORT 061-000 (AFTER ALL THE ABOVE POST CORRECTLY)				
TO APPELLATE LEAVE (LSL OR APPLV OPTION) LSL IS FOR LUMP SUM LEAVE AND APPLV IS FOR EXHAUSTING LEAVE. THIS ENTRY CHANGES POE CODE TO "00001" AND STOPS ALL DIRECT DEPOSITS. **SEE ADDITIONAL GUIDANCE SECTION.	061 000	CHRO/TBIR/D611		
UPON RECEIPT OF CONVENING AUTHORITY'S ACTION (CAA) & ENTRY OF JUDGEMENT (EOJ)				
CONVENING AUTHORITY'S ACTION (SEE NOTE 4)	262 000	D990		
DEL/ERR TTC 061				
COURT MARTIAL HISTORY (SEE NOTE 5)	212 000	D212		
ENTRY OF JUDGEMENT	263 000	D990		
RE-REPORT TTC 061	061 000			
COMPLETED BY:				
COMPLETION DATE:				



MARINE CORPS **INVOLUNTARY** APPELLATE LEAVE CHECKLIST

NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY

APPELLANT NAME: _____ **EDIPI:** _____

RUC: _____ **UNIT:** _____

- **Involuntary Appellate Leave** is mandatory once the Convening Authority (CA) has acted on the court-martial case and the Entry of Judgment (EOJ) is complete. The member must be transferred to NAMALA upon completion of confinement (if awarded) while awaiting completion of their appellate review. *NAMALA does not track members who are in confinement, on voluntary appellate leave, admin separation, or awaiting admin separation.* The member can be transferred to NAMALA once the parent unit and IPAC/RPAC completes this checklist.

*****THIS CHECKLIST MUST BE COMPLETED BY MEMBER'S UNIT AND IPAC/RPAC PRIOR TO
MEMBER DEPARTING THE UNIT ON INVOLUNTARY APPELLATE LEAVE*****

1. APPELLATE REVIEW DOCUMENTS/TASKS (INITIAL OR WRITE "N/A" FOR EACH ITEM):

(UNIT ACTIONS)

- _____ **Involuntary Appellate Leave Orders** (see enclosure (4) of MCO 1050.16A)
- _____ **DNA Collection** completed IAW 10 U.S.C. 1565. DNA collection date _____;
Kit # _____ (if applicable, see attached chart for qualifying offenses)
- _____ **DD FORM 2791** Notice of Release/Acknowledgement of Convicted Sex Offender Registration completed
IAW DoDI 1325.07 (if applicable)
- _____ **Statement of Trial Results (SOTR)**
- _____ **Convening Authority's (CA) Action (CAA)**
- _____ **Entry of Judgment (EOJ)**
- _____ **Separation Physical** completed to include HIV, DD Form 2807-1, DD Form 2808, and SF-600. For
Reservists, DD Form 2697 is additionally required.
- _____ **Complete Transition Readiness Seminar (TRS)** (to include Capstone and DD FORM 2648 Pre-Separation
Checklist)
- _____ **Revoke** member's Security Clearance (per SECNAV M-5510.30)
- _____ **Update** Service Member's Group Life Insurance (SGLI) IAW MARADMIN 220/18 (ensure member
logs into MILCONNECT to certify SOES election utilizing their CAC or by creating a DS Logon). Print a
copy for inclusion in the appellate leave package. Units may use SGLV-8286 (for member) and SGLV-8286a
(for spouse) only if MILCONNECT is not accessible.
- _____ **Advise** member to obtain a valid appellant ID card for the member and dependents (if applicable) at the
nearest RAPIDS location. Member should contact NAMALA for a control number, which is required to issue
an Appellant ID card.
- _____ **Military Protective Order (MPO)** (if applicable). If the losing unit's Commanding Officer (CO) wishes to
extend a member's active MPO, the unit CO shall notify the CO, NAMALA prior to transferring the member
IAW MARADMIN 216/20. If the active MPO is no longer applicable, losing unit shall submit an MPO
cancellation (DD 2873-1) to local Law Enforcement. Send MPO (DD 2873) directly to NAMALA at
namala_staff@usmc.mil.

(IPAC/RPAC ACTIONS)

- _____ **Full Audit** to include the following: (ensure all entries are reflected in 3270 and include a copy of the updated
audit in the appellate leave package)
 - _____ **Basic Individual Record (BIR)** (ensure contact info is updated)
 - _____ **Basic Record of Emergency Data (RED)**
 - _____ **Complete** all appropriate unit diary entries and ensure they have been reported in MCTFS (utilize the
MCTFS checklist for involuntary appellate leave)



MARINE CORPS **INVOLUNTARY** APPELLATE LEAVE CHECKLIST

NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY

- ____ **Forward** a copy of entire Appellate Leave package to NAMALA at namala_staff@usmc.mil
- ____ **Mail** Medical and Dental records via Certified Mail to NAMALA. If the medical/dental record has been lost, and/or the medical record was created in GENESIS, a Service Treatment Record (STR) form (stating that records will not be mailed) is required.

**COMMANDING OFFICER
NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY
1325 10TH ST SE BLDG 196 SUITE 303
WASHINGTON, NAVY YARD, D.C. 20374-5147**

**** A COPY OF ALL COMPLETED DOCUMENTATION AND THIS COMPLETED CHECKLIST MUST
BE FORWARDED TO NAMALA FOR REVIEW/PROCESSING. NAMALA WILL NOT ACCEPT
APPELLANT UNTIL ALL LINE ITEMS ARE RECEIVED. ****

Involuntary Appellate Leave Checklist

Completed By: _____ Phone/Email: _____

Diary entries Completed By: _____ Phone/Email: _____

NAMALA CONTACT INFORMATION

PHONE: (202) 685-0100

EMAIL: namala_staff@usmc.mil

WEBSITE: <https://www.hqmc.marines.mil/Agencies/Navy-Marine-Corps-Appellate-Leave-Activity/>

REFERENCES: 10 U.S.C. 706; 10 U.S.C. 876a; NAVMED P-117, CHAP 15; MCO 1050.16A; DoDI 5505.14;
SECNAV M-1640.1; MARADMIN 220/18; MARADMIN 216/20

INVOLUNTARY APPELLATE LEAVE MCTFS CHECKLIST

THE FOLLOWING TRANSACTIONS NEED TO BE REPORTED PRIOR TO PROCESSING TTC 061-000 TO APPLV LV (INVOLUNTARY) - THIS CHECKLIST DOES NOT APPLY TO A MEMBER THAT WAS PREVIOUSLY PLACED ON VOLUNTARY	TTC CODE	3270 SCREEN	INITIAL WHEN COMPLETED	NOTES:
COURT MARTIAL ENTRIES				
COURT MARTIAL PUNISHMENT	257 000	D990		NOTE 1: DNA Collection Date = the date on DNA collection form.
COURT MARTIAL AWARDED (SPECIAL)	268 002	D119		NOTE 2: Reporting TTC 347 updates the TRED and TTC 309 reduces coverage (see additional guidance)
COURT MARTIAL AWARDED (GENERAL)	268 003	D119		NOTE 3: GCM Date = either (1) date released from confinement (if confined) or (2) date of CA's Action (CAA)
PROMOTION RESTRICTION (WHEN APPLICABLE)	053 005	GRAD		NOTE 4: CA - CO EDIPI IS THE CA's EDIPI that can be found on the CA's Action (CAA)
REDUCTION (ONLY REPORT IF 257-000 FAILS TO CORRECT THE REDUCTION)	056 000	GRAD/D702		
CONFINEMENT ENTRIES				ADDITIONAL GUIDANCE:
TO CONFINEMENT (VALIDATE TYPE OF CNFT BASED ON DD-FORM 2707 PRE-TRIAL AAHA 310-000, CONFINEMENT OF GCM IS 310-006, AND CONFINEMENT OF SPCM IS 310-009)	MULTIPLE	CHRO/D188/D601		The following TTCs are the only ones that can be reported when a Marine is in an Appellate Leave status: '0000', '0009', '0021', '0056', '0061', '0062', '0068', '0088', '0089', '0112', '0157', '0193', '0244', '0262', '0275', '0278', '0335', '0369', '0378', '0381', '0386', '0408', '0448', '0473', '0494', '0499'.
FROM CONFINEMENT (VALIDATE DATE AND TIME OF RELEASE BASED ON DD FORM 2718)	313 000	CHRO/D188/D601		
AUDIT ENTRIES				
HIV (MEMBER MUST COMPLETE AN HIV DRAW 60 DAYS PRIOR TO EXECUTING APPELLATE LEAVE)	499 001	TBIR		*RFF-KCI is already working on a JRS to add TTCs 212 and 263 to this list
DNA (IF APPLICABLE IT MUST BE COMPLETED WITHIN 60 DAYS OF EXECUTING APPELLATE LEAVE) (SEE NOTE 1)	039 000	TBIR		
LAST PHYSICAL EXAM (MUST BE COMPLETED WITHIN 365 DAYS OF EXECUTING APPELLATE LEAVE)	813 000	TBIR		For SGLI: Whenever possible, ensure the member confirms/declines coverage via MILCONNECT (the member's election in MILCONNECT will feed into all the necessary systems and alleviate any issues with reporting SGLI TTCs). If a Marine has committed an offense that does not allow them access to a government computer, the other options available are: (1) the member can access MILCONNECT on their personal computer with a DS Login when feasible or (2) the unit can use the paper copy form. Under these two options, be advised that if a Marine declines coverage on a date after the 1st of the month, TTC 309 cannot be reported until the 1st of the following month.
BIR AND RED AUDIT (ADDRESS, PHONE, EMAIL, LAST SCREENING DATE, RED CERET DATE, ANY EMERGENCY CONTACT CHANGES, ETC)	MULTIPLE	TBIR		
MAILING ADDRESS (THIS IS CRUCIAL IN ORDER TO MAIL OUT CORRESPONDENCE TO APPELLANT. EXAMPLE: DD-214, VOLUNTARY TO INVOLUNTARY LETTER, ANY OTHER FUTURE LETTERS FROM NAMALA)	499 025	TBIR		
HOME PHONE NUMBER	499 024	TBIR		
CELL PHONE NUMBER	499 040	TBIR		
PERSONAL E-MAIL ADDRESS	386 007	TBIR		IPACs/RPACs shall report the TTC 061 for INVOLUNTARY Appellate Leave in the following manner:
BAH DEPENDENCY CERT DATE	816 000	TBIR		
ANNUAL SCREENING	815 000	TBIR		(1) Report all TTCs above the 061-000 TTC on the MCTFS checklist
DEPENDENT GEO LOC CODE (ONLY REPORTED IF MEMBER HAS DEPENDENTS)	417 000	TBIR		(2) Report TTC 061-000 (ensure all the required documents from the command are received)
OVERSEAS CONTROL DATE (APPLIES ONLY TO WHISKEY APPELLANTS)	071 000	TBIR		(3) Submit join package with completed NAMALA checklist to NAMALA (namala_staff@usmc.mil)
TRAINING EVENT "TA" (TRANSITIONING SEMINAR) (TRS IS MANDATORY FOR ALL MEMBERS SEPARATING REGARDLESS OF THE SEPARATION TYPE)	483 000	TBTR/D168		(4) Forward the medical/dental records to NAMALA via certified mail (STR required for lost records, or a medical record created in GENESIS)
TRAINING EVENT "TZ" (CAPSTONE) (TRS IS MANDATORY FOR ALL MEMBERS SEPARATING REGARDLESS OF THE SEPARATION TYPE)	483 000	TBTR/D168		
RED ENTRIES AND CERT DATE	MULTIPLE	TRED		LEAVE OPTIONS FOR INVOLUNTARY:
SGLI (VERIFY MEMBER'S SGLI ELECTION (CONTINUE/DECLINE)) (SEE NOTE 2)	347 000	TRED/D801/D804/D806		If the member is beyond ECC, LSL is the only option. Exhausting Leave is not authorized.
SGLI (VERIFY MEMBER'S SGLI ELECTION (CONTINUE/DECLINE)) (SEE NOTE 2)	309 000/002			
STOP CRA (CLOTHING REPLACEMENT ALLOWANCE)	301 002	REMARK SUMMARY/D965		If the member is not beyond ECC, a member can elect to exhaust their leave or LSL.
STOP DMR (IF APPLICABLE)	475 001	REMARK SUMMARY/D924		
CHANGE BAH (MUST REPORT ENTRY FOR APPELLANT'S ZIP CODE REFLECTED ON APPELLATE LEAVE ORDERS)	388 001	REMARK SUMMARY/D901		
CHANGE CONUS COLA	277 000	REMARK SUMMARY/D934		
MISCELLANEOUS ENTRIES TO BE REPORTED (IF APPLICABLE)				
TIME LOST (TIME LOST IS ONLY REPORTED IF A MEMBER IS RAN FROM CONFINEMENT) -- Description code matters	322 002	D188		
STOP PRIVATIZED HOUSING (IF A MEMBER IS IN RECEIPT OF PRIVATIZED HOUSING WITHOUT A DEFERMENT, IT MUST BE STOPPED)	185 001	REMARK SUMMARY/D995		
WAIVER AUTO FORFEITURE	259 000	D990		
GOOD CONDUCT MEDAL DATE (SEE NOTE 3)	140 001	AWDS/D143		
CONVENING AUTHORITY'S ACTION	262 000	D990		
COURT MARTIAL HISTORY (SEE NOTE 4)	212 000	D212		
ENTRY OF JUDGEMENT	263 000	D990		
REPORT 061-000 (AFTER ALL THE ABOVE POST CORRECTLY)				
TO APPELLATE LEAVE (LSL OR APPLV OPTION) LSL IS FOR LUMP SUM LEAVE AND APPLV IS FOR EXHAUSTING LEAVE. THIS ENTRY CHANGES POE CODE TO "00001" AND STOPS ALL DIRECT DEPOSITS. **SEE ADDITIONAL GUIDANCE SECTION.	061 000	CHRO/TBIR/D611		
COMPLETED BY:				
COMPLETION DATE:				

Fingerprinting SUBJECT?



SUBJECT going into Pretrial Confinement?



Charges Preferred?



Most common reasons kits are rejected:

1. Fingerprint is missing (or illegible)
2. DNA sample card is missing SSN (or illegible)
3. DNA data card is missing the name and/or SSN (or illegible)
4. DNA sample and/or DNA collection card are not inside the envelope
5. No DNA on swab and/or transferred onto pink sample card
6. Do not use the CODIS kit for SUBJECT's known standards

Most common reason kits are put on hold:

1. No signature of collector;
2. Offender DOB is missing or is a current date
3. Collector information is missing; full address must be listed
4. No DoDI 5505.11 offense listed; must list Article number and specific type of investigation (Critical for Articles 112a and 134)

DNA collections on civilians may be done for similar federal offenses (to include similar offenses under the Assimilative Crimes Act, 18 USC §13) as those listed. Do NOT collect DNA samples on juvenile SUBJECTS.

Arrestee DNA Collections for Investigators

DoDI 5505.11, (Enclosure 2) July 9, 2010: Collect DNA for the following offenses:

Article 78 - Necessary after the fact (for crimes listed in this enclosure)

Article 80 - Attempts (for crimes listed in this enclosure)

Article 81 - Conspiracy (for crimes listed in this enclosure)

Article 82 - Solicitation

Article 85 - Deviation

Article 90 - Striking or assaulting a superior commissioned officer

Article 91 - Striking or assaulting a warrant, noncommissioned, or petty officer

Article 94 - Mutiny and sedition

Article 95 - Resistance, flight, breach of arrest, and escape

Article 97 - Unlawful detention

Article 106 - Spies

Article 106a - Espionage

Article 107 - False official statements

Article 108 - Military property of the United States: sale, loss, damage, destruction, or wrongful disposition

Article 109 - Property other than military property of the United States - waste, spoilage, or destruction

Article 111 - Drunken or reckless operation of vehicle, aircraft, or vessel

Article 112a - Wrongful distribution, introduction, or intent to distribute controlled substances; **DO NOT COLLECT for simple use/possession**

Article 116 - Riot or breach of peace

Article 118 - Murder

Article 119 - Manslaughter

Article 119a - Death or injury of an unborn child

Article 120 - Rape and carnal knowledge (for offenses committed prior to October 1, 2007)

Article 120 - Rape, sexual assault, and other sexual misconduct (for offenses committed on or after October 1, 2007)

Article 120a - Stalking (for offenses committed on or after October 1, 2007)

Article 121 - Larceny and wrongful appropriation

Article 122 - Robbery

Article 123 - Forgery

Article 123a - Making, drawing, or uttering check, draft, or order without sufficient funds

Article 124 - Maiming

Article 125 - Sodomy

Article 126 - Arson

Article 127 - Extortion

Article 128 - Assault

Article 129 - Burglary

Article 130 - Housebreaking

Article 131 - Perjury

Article 132 - Frauds against the United States

The following offenses pursuant to Article 134:

Assault - Indecent (for offenses committed prior to October 1, 2007)

Assault - With intent to commit murder, voluntary manslaughter, rape, robbery, sodomy, arson, burglary, or housebreaking

Bribery and graft

Burning with intent to defraud

Child Endangerment (for offenses committed on or after October 1, 2007) and Child Pornography

False or unauthorized pass offenses

False pretenses, obtaining services under

False swearing

Firearm discharge - willfully, under such circumstances as to endanger human life

Fleeing the scene of an accident

Homicide, negligence

Impersonating a commissioned, warrant, noncommissioned, or petty officer, or an agent or official

Indecent acts or liberties with a child (for offenses committed prior to October 1, 2007)

Indecent exposure (for offenses committed prior to October 1, 2007)

Indecent language

Indecent acts with another (for offenses committed prior to October 1, 2007)

Kidnapping

Mail: taking, opening, secreting, destroying, or stealing

Mail: depositing or causing to be deposited obscene matters in

Misprision of serious offense

Obstructing justice

Wrongful interference with an adverse administrative proceeding

Pandering and prostitution (having someone commit an act of prostitution is still an offense pursuant to Article 134, but if the pandering is "compelled," it becomes an Article 120 offense, on or after October 1, 2007)

Perjury: subornation of

Public record: altering, concealing, removing, mutilating, obliterating, or destroying

Reckless endangerment

Seizure: destruction, removal, or disposal of property to prevent

Self-injury without intent to avoid service

Soliciting another to commit an offense (for crimes listed in this enclosure)

Stolen property: knowingly receiving, buying, concealing

Testify: wrongful refusal

Threat or hoax designed or intended to cause panic or public fear

Threat, communicating

Weapon: concealed, carrying

Any offenses pursuant to section 13 of title 18, U.S.C. (Reference (b)), charged as a violation of Article 134.