



NAVY APPELLATE LEAVE CHECKLIST

NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY

APPELLANT NAME: _____ UIC: _____ COMMAND: _____

- **Voluntary Appellate Leave** can be requested by the member when any/all confinement is completed, but the Convening Authority (CA) has **not** acted on the Court-Martial case. The member will remain with current command or TPU until the local legal review is complete, and the CA has acted. Complete sections 1-4 of the checklist when placing a member on Voluntary Appellate leave.
- **Involuntary Appellate Leave** is mandatory once the CA has acted on the Court-Martial case. The member can be transferred to NAMALA once sections 1-5 of the checklist are completed.

BEFORE TRANSFERRING A MEMBER TO NAMALA, YOU MUST COMPLETE THE FOLLOWING:
(INITIALS OR N/A NEXT TO EACH ITEM CONFIRMS THAT THE ITEM WAS REVIEWED, AND ACTION WAS TAKEN AND COMPLETED)

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

- ___ **DD FORM 2717** Appellant Request for Voluntary Appellate Leave
- ___ **NAVCOMPT 3065** (hard copy) with member's Appellate Leave address and phone number
- ___ **NAVPERS 1050/3** Appellate Leave Statement of Understanding
- ___ **Page 13** entry to reflect acceptance/refusal of drug and/or alcohol treatment (*if applicable*)
- ___ **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*)
- ___ Appellant and Post-Trial Rights and Post-Trial Administrative processing (Appellate Exhibit)
- ___ **Change ACC status to 393** via **NSIPS** (last step)

2. SEPARATION DOCUMENTS/TASKS (INITIAL EACH ITEM):

- ___ **NPPSC 1900/1** Separation Questionnaire (typed)
- ___ **Revoke** member's Security Clearance (per SECNAV M-5510.30)
- ___ **Separation Physical** completed to include HIV, DD Form 2697, DD Form 2807-1, DD Form 2808, SF-600
- ___ Complete **Transition Assistance Program (TAP)** (to include Capstone and DD Form 2648, Pre-separation Counselling Checklist)

3. MEMBER DATA DOCUMENTS/TASKS (INITIAL EACH ITEM):

- ___ **Update** Record of Emergency Data/Dependency Application (RED/DA)
- ___ **Update** Service Member's Group Life Insurance (SGLI). Counsel member on election of SGLI coverage/termination of coverage, and indebtedness for premiums while covered on Appellate Leave.

4. DOD ID CARD (INITIAL EACH ITEM):

- ___ **Confiscate** current ID Card(s) from member and Dependent(s)
- ___ **Issue** new ID Card(s) to member and Dependent(s) (effective date transferred to Appellate Leave, plus six months, minus one day)

5. INVOLUNTARY APPELLATE LEAVE ACTION (INITIAL EACH ITEM):

- ___ **Forward** member's Post-Trial Action, to include CA's Action and Entry of Judgement.
- ___ **Place** member on Involuntary Appellate Leave via Memorandum (See MILPERSMAN 1050-380)
- ___ **Contact** Mr. Michael Nash, PERS-451, for Assignment Orders to NAMALA
(michael.t.nash.civ@us.navy.mil)



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____ Mail Medical and Dental record via Certified Mail to the address below. If the medical/dental record has been lost, provide a memorandum for the record to NAMALA.

**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 ALONG WITH THIS COMPLETED CHECKLIST MUST BE FORWARDED TO NAMALA FOR REVIEW/PROCESSING. NAMALA WILL NOT ACCEPT APPELLANT UNTIL ALL LINE ITEMS ARE RECEIVED. ****

Checklist Completed By: _____ Phone/Email: _____

Checklist Reviewed By Supervisor: _____ Phone/Email: _____

REFERENCES: 10 U.S.C. 706; 10 U.S.C. 876a; NAVMED P-117, CHAP 15, MILPERSMAN 1050-320 AND MILPERSMAN 1050-340

