



# MARINE CORPS 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 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):**

- \_\_\_ **Voluntary Appellate Leave Request** with chain of command endorsements and CG approval
- \_\_\_ **Page 11** 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)

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

- \_\_\_ **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 Readiness Seminar (TRS)** (to include Capstone and **DD FORM 2648 Pre-Separation Checklist**)

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

- \_\_\_ **FULL AUDIT** to include the following: (include copy of audit in this package and ensure all entries are reflected in 3270)
  - \_\_\_ **UPDATE** Basic Individual Record (BIR)
  - \_\_\_ **UPDATE** Record of Emergency Data (RED)
  - \_\_\_ **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. Ensure member's SGLI remark is open in MCTFS (D801) if member elects coverage. If coverage does not reflect, submit trouble ticket to MISSO.
- \_\_\_ **ENSURE** All appropriate unit diary entries have been reported (please reference checklist provided)
- \_\_\_ **ENSURE** a QUAD (6) for Lump Sum Leave or Exhaust Leave is submitted to local servicing disbursing office.

### **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 STEPS (INITIAL EACH ITEM):**

- \_\_\_ **Forward** member's Post-Trial Action, to include CA's Action and Entry of Judgement
- \_\_\_ **Issue** member Involuntary Appellate Leave Orders (See MCO 1050.16A)



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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 10<sup>TH</sup> ST SE BLDG 196 SUITE 303  
WASHINGTON, NAVY YARD, D.C. 20374-5147**

\_\_\_ **Complete** MCTFS Checklist -- Actions to be reported and reflected in MCTFS 3270 (if applicable)

**\*\* 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; MCO 1050.16A; DoDI 5505.14; SECNAV M-1640.1

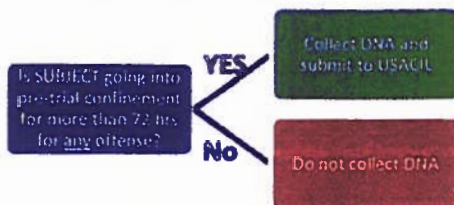
# MCTFS CHECKLIST

MUST BE REPORTED AND REFLECT IN 3270 (IF APPLICABLE)	TTC CODE	3270 SCREEN	MARK WHEN COMPLETED
TO CONFINEMENT	310 000	CHRO/D188	
FROM CONFINEMENT	313 000	CHRO/D188	
TIME LOSS	322 002	D188	
BIR AUDIT (ADDRESS, PHONE, EMAIL, LAST SCREENING DATE)	MULTIPLE	TBIR	
RED ENTRIES AND CERT DATE	MULTIPLE	TRED	
SGLI	347 000	TRED	
HIV	499 001	TBIR	
DNA (IF APPLICABLE)	039 000	TBIR	
LAST PHYSICAL EXAM	813 000	TBIR	
ENTRY OF JUDGEMENT (EOJ)	263 000	D990	
CONVENING AUTHORITY'S ACTION	262 000	D990	
COURT MARTIAL HISTORY	212 000	D212	
SPECIAL COURT MARTIAL AWARDED (SPECIAL OR GENERAL)	MULTIPLE	D119	
COURT MARTIAL PUNISHMENT	257 000	D990	
REDUCTION (VERIFY IT MATCHES SENTENCE PER COURT MARTIAL DOCUMENTS)	056 000	GRAD	
PROMOTION RESTRICTION	053 005	GRAD	
TRAINING EVENT "TA" (TRANSITIONING SEMINAR)	483 000	TBTR	
TRAINING EVENT "TZ" (CAPSTONE)	483 000	TBTR	
STOP CRA (CLOTHING REPLACEMENT ALLOWANCE)	301 002	REMARK SUMMARY	
STOP DMR (IF APPLICABLE)	475 001	REMARK SUMMARY	
CHANGE BAH (IF APPLICABLE)	388 001	REMARK SUMMARY	
CHANGE CONUS COLA	276 000	REMARK SUMMARY	
ANY OTHER PAY ENTRIES THAT APPLY OR MISC ENTRIES	MULTIPLE	REMARK SUMMARY	
TO APPELLATE LEAVE (LSL OR APPLV OPTION)	061 000	CHRO/TBIR	
OVERSEAS CONTROL DATE	071 000	TBIR	
GOOD CONDUCT MEDAL DATE	140 001	AWDS	
BAH DEPENDENCY CERT DATE	816 000	TBIR	
DEPENDENT GEO LOC CODE	417 000	TBIR	
<b>NOTE:</b>			
REPORT ALL ENTRIES PRIOR TO APPELLATE LEAVE (ANY ENTRIES RAN AFTER, WILL AUTO FAIL)			
GCM EQUALS TO CAA'S DATE IF THERE IS NO CNFT			
GCM DATE EQUALS THE DATE MBR IS RELEASED FROM CNFT (PER SECNAVINST 1650.1H)			
ENSURE PRIVATIZED HOUSING IS STOPPED			
<b>COMPLETED BY:</b>			
<b>COMPLETION DATE:</b>			

## 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. De-conflict collection with other LE agencies in joint cases; 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 - Accessory 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 - Desertion

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

Correctional custody - offense against

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, negligent

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 (h)), charged as a violation of Article 134.