

NAVY APPELLATE LEAVE CHECKLIST

NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY

APPELLANT NAME:	_UIC:	COMMAND:
Voluntary Appellate Leave can be requested by the Convening Authority (CA) has not acted on the Cour command or TPU until the local legal review is comp checklist when placing a member on Voluntary Appe	t-Martial ca lete, and the	se. The member will remain with current
• Involuntary Appellate Leave is mandatory once the be transferred to NAMALA once sections 1-5 of the		
BEFORE TRANSFERRING A MEMBER TO NAM. (INITIALS OR N/A NEXT TO EACH ITEM CONFIRMS THAT THE IT		
1. APPELLATE REVIEW DOCUMENTS/TASKS (II DD FORM 2717 Appellant Request for Voluntary A NAVCOMPT 3065 (hard copy) with member's Appellate Leave Statement of U Page 13 entry to reflect acceptance/refusal of drug a DNA Collection completed IAW 10 U.S.C. 1565 D Kit #	Appellate Leave pellate Leave nderstanding alcoholom alcoholom NA collection qualifying the tof Converse to the converse per tof Converse pellate Leave Leav	eave e address and phone number g bl treatment (if applicable) on date; offenses) icted Sex Offender Registration completed
2. SEPARATION DOCUMENTS/TASKS (INITIAL I NPPSC 1900/1 Separation Questionnaire (typed)Revoke member's Security Clearance (per SECNA'Separation Physical completed to include HIV, DEComplete Transition Assistance Program (TAP) (Counselling Checklist)	V M-5510.3 O Form 2697	0) , DD Form 2807-1, DD Form 2808, SF-600
3. MEMBER DATA DOCUMENTS/TASKS (INITIA Update Record of Emergency Data/Dependency Ap Update Service Member's Group Life Insurance (Secoverage/termination of coverage, and indebtedness for processing the coverage of the coverage	pplication (R GLI). Coun	ED/DA) sel member on election of SGLI
4. DOD ID CARD (INITIAL EACH ITEM): Confiscate current ID Card(s) from member and Degrate new ID Card(s) to member and Dependent(s) months, minus one day)	•	ate transferred to Appellate Leave, plus six
5. INVOLUNTARY APPELLATE LEAVE ACTION Forward member's Post-Trial Action, to include Ca Place member on Involuntary Appellate Leave via M Contact Mr. Michael Nash, PERS-451, for Assignm (michael.t.nash.civ@us.navy.mil)	A's Action a Memorandui	nd Entry of Judgement. n (See MILPERSMAN 1050-380)

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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

Updated: NOV 2023

Fingerprinting SUBJECT?



Pretrial Confinement? SUBJECT going into



Charges Preferred?



Most common reasons kits are rejected:

- Fingerprint is missing (or illegible)
- DNA sample card is missing SSN (or illegible)
- DNA data card is missing the name and/or SSN (or illegible) w 4:
 - DNA sample and/or DNA collection card are not inside the
- No DNA on swab and/or transferred onto pink sample card Do not use the CODIS kit for SUBJECT's known standards

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- Most common reason kits are put on hold:
- No signature of collector;
- Offender DOB is missing or is a current date
- Collector information is missing; full address must be listed 2
- specific type of investigation (Critical for Articles 112a and 134) No DoDI 5505.11 offense listed; must list Article number and

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 SUBLECTS

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 Correctional custody - offense against

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)

Acticle 121 - Larceny and wrongful appropriation

Article 122 - Robbery

Article 123 - Forgery

Article 1239 - Making, drawing, or uttering check, draft, or order without Sufficient funds

Article 124 - Maiming Article 125 - Sodomy Article 127 - Extortion

Article 126 - Arson

Arrick 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

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 endraiger human Fleeing the seene of an accident

Homicide, negligent

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

indecent acts or liberties with a child (for offenses committed prior to October

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 schous offense

Obstructing justice

Wrongful interference with an adverse administrative proceeding

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) Pandering and prostitution (having someone commit an act of prostitution is

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) Stoten 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.