

APPELLATE LEAVE AWAITING PUNITIVE SEPARATION - MCO 1050.16A

CG APPROVES REQUEST FOR VOLUNTARY APPELLATE LEAVE:

10 U.S.C. 706 10 U.S.C. 876a

- CG Approval Endorsement
 - CO Recommendation Endorsement
 - Appellant Request for Voluntary Appellate Leave
 - Appellant Rights Statement
 - Appellant Privacy Act Statement
 - Appellant Special Power of Attorney to Defense Counsel
-

SEPARATION PHYSICAL/HIV:

Manual of the Medical Department, NAVMED P-117, Chap 15

- NAVMED 6150/28** Medical Record
 - NAVMED 6150/28** Dental Record
 - DD 2697** Report of Medical Assessment
 - DD 2807-1** Report of Medical History (signed with printed name of provider who performed exam)
 - DD 2808** Report of Medical Examination (signed with printed name of provider who performed exam)
 - SF 600** Chronological Record of Medical Care "**Reading Text**" (NAVMED P-117, chap 15, art 15-20)
 - HIV DD 2808** (Item 49).
 - FILE** above documents in Medical Record (original), Service Record (copy), and Legal File (copy).
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TRANSITION ASSISTANCE:

10 U.S.C. 1142

- DD 2586** Verification of Military Experience & Training
 - DD 2648** Pre-separation Counseling Check-list for Active Component Service Members
-

SUPPLY CHECK-OUT:

- ISSUE**
 - RECEIVE**
-

PAGE 11 ENTRY:

DoDD 1010.1 DoDD 1010.4 DoDI 1332.14 MCO P1700.24B MCO P1700.27B MCO P1900.16F MCO P1070.12K

- COMPLETE NAVMC 118(11)** "Evaluation/Acceptance/Refusal of Drug or Alcohol Treatment and/or Dependency"
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PAGE 3 ENTRY (Mandatory Appellate Leave):

MCO P1070.12K, Table 4-2, rule 8

- NAVMC 118(3)** "YYMMDD TR TO NAMALA FOR APLV MCC W91"
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MILITARY FAMILY HOUSING:

10 U.S.C.1147

- VERIFY** if private housing is being deducted via MCTFS/LES.
-

SERVICE RECORD AUDIT, MARINE PRESENT:

MCO 1050.16A, par 11.b MCO P1070.12K W/Ch 1, par 5003

- UPDATE RED.**
 - UPDATE SGLI.**
 - UPDATE BIR.**
 - PREPARE** enclosure 2, or 4 of MCO 1050.16A and have Marine sign.
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APPELLATE LEAVE ORDERS COMPLETED:

- CONFISCATE** current ID Card(s) from Marine & DEPNS.
 - ISSUE** ID Card(s) to Marine & DEPNS effective date TRF'd to APL LV plus 6 months minus 1 day.
 - RETRIEVE** check-out sheet ensuring it has been properly completed.
 - ENSURE** TL; FR CNFT; PUNISHMENTS; STOP CRA; STOP DMR; posted prior to submitting APL LV entry. (Do not run APL LV entry on same Diary.)
 - COUNSEL** SNM on election of SGLI coverage/termination of coverage and their indebtedness for premiums while covered on Appellate Leave.
 - ENSURE** Criminal DNA collection conducted IAW 10USC1565. Submit TTC 039-000 and cite USCIL Batch # & date collected.
 - FILE** DD 2791 (Notice Of Release/Acknowledgement Of Convicted Sex Offender Registration Requirements)
 - Member endorse appellate leave orders prior to departing.
 - SUBMIT NAVMC 11116 to DO/FO IAW APSM.
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CAA RECEIVED:

- COPY** of CA to Document Side of Service Record.
 - COPY** to Legal File.
 - SEND** copy to Military Pay Operations General Processing Team B/JFLAFB DFAS-CL (216) 522-5647 DSN 580-.
 - MAIL** *Notification of Assignment to Involuntary Appellate Leave* (MCO 1050.16A, Encl 3) to Marine (if applicable)
 - PREPARE** 2 page 13's (1 to Service Record & 1 to CMC).
 - INSERT** copy of Voluntary Appellate Leave Order on Document Side of Service Record.
- /Involuntary Appellate Leave Order/Change of Status, CA'S ACTION/COURT-MARTIAL ORDER ON DOCUMENT SIDE OF SRB.
- INSERT** copy of Notification of Assignment to Involuntary Appellate Leave Order on Document Side of Service Record.
 - INSERT** copy of Involuntary Appellate Leave/Transfer by Service Record Order
 - INSERT** copy of NAVMC 11116 Document Side
 - INSERT** copy of Appellant Rights Statement
 - MAIL** Dental, Medical, and Service Record to:

**COMMANDING OFFICER
NAMALA WASHINGTON NAVY YARD
1325 10TH ST SE BLDG 196 RM 303
WASHINGTON DC 20374-5147**