

MILPERSMAN 1050-360

PROCEDURES FOR RECALLING A MEMBER FROM APPELLATE LEAVE

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1. **Enlisted Members**. Follow the steps below to recall an enlisted member from appellate leave for rehearing, resentencing, or restoration to full duty status.

Step	Action
1	Activities holding the rehearing, resentencing, or restoration to duty will issue recall orders in letter format to the member's last known address and provide funding for transportation and travel costs.
2	Request service/health/dental records be forwarded to your command from Navy and Marine Corps Appellate Leave Activity (NAMALA), Washington, DC, or other activity.
3	<p>After receiving service/health/dental records for members attached to NAMALA:</p> <ul style="list-style-type: none"> • Submit Enlisted Administrative Return to Strength in Navy Standard Integrated Personnel System (NSIPS) (192 TAC in NES). • Use Transient Tracking in NSIPS to change account category code (ACC) from 393 to 390. • Submit Activity Loss thru NSIPS, transferring member to the command to which the member is reporting to, from appellate leave. • Gaining command/servicing personnel support detachment (PSD) will then submit Activity Gain thru NSIPS.

Step	Action
4	After receiving service/health/dental records for members not attached to NAMALA: <ul style="list-style-type: none"> • Submit Enlisted Administrative Return to Strength in NSIPS (192 TAC in NES). • Use Transient Tracking in NSIPS to change ACC from 393 to 390.
5	If the punishment previously reported has been reduced or set aside by higher authority, and the reduction in punishment affects the member's pay (i.e., paygrade restored, fines or forfeitures returned, etc.): <ul style="list-style-type: none"> • Contact NSIPS Help Desk for guidance on removing previously reported punishment from record and reinstating paygrade. • Diary Message Reporting System (DMRS) activities use NAVPERS 1070/607 (Rev. 12-75), Court Memorandum.
6	If pay and allowances are not affected, make an appropriate NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry.

2. **Officers**. Follow the steps below to recall an officer from appellate leave for rehearing, resentencing, or restoration to full duty status.

Step	Action
1	Contact Navy Personnel Command (NAVPERSCOM) for recall orders.
2	Upon arrival of officer, submit: NSIPS activities use Activity Gain .
3	Ensure officer is placed in appropriate ACC.