

MILPERSMAN 1050-380

LETTER FORMAT FOR CHANGE OF STATUS TO MANDATORY (INVOLUNTARY) APPELLATE LEAVE

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Reference	(a) 10 U.S.C.
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1. **Procedure**. When the convening authority approves a punitive discharge or dismissal and the Service member is on (voluntary) appellate leave, the Service member's court-martial jurisdictional authority will change from appellate leave (voluntary) to mandatory (involuntary) appellate leave. A letter informing the Service member of the change will be sent in the format of exhibit 1.

EXHIBIT 1
Command Letter for Change of Status to Mandatory (Involuntary)
Appellate Leave

Use the proper letter format:

1050
Ser ____/
Date

From: Commanding Officer/Officer in Charge, _____
To: Rate/Rank, Name, Department of Defense identification
number/(designator for officers)
Subj: CHANGE OF STATUS TO MANDATORY (INVOLUNTARY) APPELLATE
LEAVE
Ref: (a) (Court-martial convening authority) (Special/General)
Court-martial Order Number ___ of ___
(b) NAVPERS 15560D, Navy Military Personnel Manual
(MILPERSMAN)
(c) 10 U.S.C.

1. Reference (a) approves the punitive discharge awarded at your court-martial. Per reference (b), MILPERSMAN 1050-340, your status has changed from appellate leave (voluntary) to mandatory (involuntary) appellate leave.
2. You have been reduced to pay grade E-1 as ordered and executed per references (a) and or (c).
3. Keep your new command informed of any changes to your leave or home address. You may write to your commanding officer at Navy and Marine Corps Appellate Leave Activity, 1325 10th Street SE Suite 303, Washington Navy Yard, DC 20374-5070.
4. You remain subject to orders of competent naval authority until discharge.

I. M. BOSS