



CASE ROUTING GUIDANCE LEGAL RESTRICTED CASES

Update: 24 October 2024

Effective Date: Immediately

BLUF: This Case Routing Guidance provides guidance for the submission of legal restricted cases. Command pay and personnel administrators (CPPA) must ensure they have access to “PersPay Legal Restricted” access in enterprise Customer Relationship Management (eCRM)/Salesforce.

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OBTAINING PERSPAY LEGAL RESTRICTED ACCESS IN ECRM: CPPAs will submit legal cases via eCRM to their servicing Transaction Service Center (TSC). To submit legal cases, CPPAs must have “legal restricted” permissions in eCRM. If CPPAs do not have the option to submit a legal restricted case, refer to [Ops Alert 005-23](#) for procedures to obtain restricted permissions – [Regional Support Centers](#) (RSC) are standing by to assist.

CASE SUBMISSION: Primary means of submission is via [enterprise Customer Relationship Management](#) (eCRM/Salesforce). CPPAs with legal restricted permissions will submit legal cases as follows:

| Case Drop-Down | Select | Notes |
|---------------------|---|---|
| Subject | Appropriate Problem Code | Rate/Grade Last Name, First Name, (Appropriate Problem Code) |
| Description | Be thorough in description to avoid delays. | |
| Request Type | Legal | |
| Problem Code | AWOL/UA | Use when Service member fails to report for a day of duty, to include Failure to Report in execution of permanent change of station (PCS) orders. |
| | Deserter | Use when Service member has exceeded 30 days of AWOL/UA for TSC to process NAVPERS 1070/606 and SA04 to change Service member’s status to Deserter. |
| | Non-Judicial Punishment (NJP) | Use when Service member is found guilty at NJP and punishments were awarded. |
| | In Hands of Civil Authorities (IHCA) | Use when Service member is apprehended by civilian authorities. |
| | Pre-Trial Confinement | Use when Service member is ordered to pre-trial confinement prior to court-martial hearing. |
| | Court Martial | Use when court martial is adjudged and Service member and punishments are imposed. ** NOTE. It is the CPPA’s responsibility to submit statement of trial results (SOTR) to TSC regardless of length of confinement, if awarded at court martial. |
| | Transfer to/from MCF | Use when Service member is being transfer to or from a Military Confinement Facility (MCF) for a period greater than 30 days, in which permanent change of station (PCS) orders are issued. |
| | Appellate Leave | Use when Service member is initiating commencement of Involuntary/Voluntary Appellate Leave. |
| | Appellant Gain | Use to initiate transfer to NAMALA, upon receipt of notification of completion of appellate review (NOCAR), or supplemental court-martial order (SCMO). |

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| Case Drop-Down | Select | Notes |
|-----------------------|---|--|
| Routed To | Select servicing TSC as appropriate | Submit legal cases to the same TSC that processes your command's Activity Gains/Losses. Refer to PersPay CONUS Case Routing Guidance for your servicing TSC. |
| Effective Date | Appellant Gain | Date of orders issuance |
| | Appellate Leave | Date eCRM/Salesforce case is submitted |
| | AWOL/UA, Deserter | Date of UA, 31 st date after UA |
| | Court Martial | Date of Court Martial |
| | In Hands of Civil Authorities (IHCA) | 1 st day of IHCA |
| | PCS Transfer to MCF | Date DD Form 2707 is issued |
| | PCS Transfer from MCF | Date determined by CO or authorizing official |
| | Pre-Trial Confinement | Date DD Form 2707 is issued |
| NJP | Date NJP concluded (following appeal) | |
| Contact Name | Utilize your Sailor's SSN or DoD ID to find correct record and prevent a case being opened on the wrong Sailor. This is the Sailor's information, NOT the CPPA's . | |

TIMELINES: To ensure requests are processed in a timely manner, CPPAs must use the following timelines:

- Appellant Gain NLT 24 hours upon receipt of orders
- Appellate Leave NLT 14 working days, upon completion of Appellate Leave package and orders
- AWOL/UA NLT completion of UA period or 5th day of UA/AWOL status, whichever is EARLIER
- Deserter NLT 24 hours of being declared a deserter
- Court Martial NLT 24 hours following court martial
- In Hands of Civil Authorities NLT 24 hours following police released report
- Non-Judicial Punishment NLT 5 working days concluding NJP. If member appeals, do not submit until completion of appeal process
- PCS Transfer to/from MCF NLT 24 hours prior to transfer to MCF, NLT 24 hours upon reporting to MCF
- Pre-Trial Confinement NLT 24 hours of issuance of DD Form 2707

PROCEDURES FOR FAILURE TO REPORT, UNAUTHORIZED ABSENCES, CONFINEMENT, AND DESERTERS:

References

- Unauthorized Absences, Failure to Report, & Deserters:
 - MILPERSMAN (MPM) 1600-010 Deserters
 - MPM 1600-040 Procedures for Commands to Which Enlisted and Officer Absentees are Attached
 - MPM 1600-060 Declaration of Desertion
 - MPM 1600-070 Declaration of Return from Desertion
 - MPM 1600-120 Procedures for Reporting Members as Failed to Report under PCS/TEM DU Orders
- Non-Judicial Punishment (NJP):
 - MPM 1626-020 Enlisted Service Record Entries After Nonjudicial Punishment (NJP)
 - MPM 1616-050 Enlisted Performance (E-5 and Below)
 - MPM 1616-040 Enlisted Performance (E-6/7/8/9)
 - MPM 1611-010 Officer Performance and Separations for Cause
- DoD Financial Management Regulations, Volume 7A, Chapter 1. Paragraph 4.0 outlines absence from duty effect on pay, and allowances.
- Procedures Training Guide (PTG), Part 1, Chapter 2. Outlines processing procedures for absences, confinement, and deserters.

Submission of Misconduct Reports. Refer to [Ops Alert 002-24](#) for references and procedures for submission of misconduct reports to a member's Official Military Personnel File (OMPF).

- Per MPM 1320-308 PCS Transfer Order Execution, members traveling under orders are considered to be attached to the command to which next ordered to report.

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PROCEDURES FOR FAILURE TO REPORT, UNAUTHORIZED ABSENCES, DESERTERS, AND CONFINEMENT (cont.):

FAILURE TO REPORT PROCEDURES. For a failure to report per MPM 1600-120, follow these steps:

- Verify NSIPS PG report
- Research expired gains to ensure not a result of ORDMOD/orders CANX.
- Verify status of orders (delay in reporting).
- Contact transferring command to verify status of member and obtain documentation as applicable.
- Prepare NAVPERS 1070/613 to indicate Failed to Report (FTR) status.
- Send failure to report message via message traffic to all concerned.
- Submit failed to report gain via your servicing TSC with the FTR PG 13 and orders for member to problem code UA/Deserters.
- Commands will monitor and ensure all pay and allowances are stopped on the 10th day after Failed to Report date.
- Notify member's next of kin via letter (MILPERSMAN 1600-120) with a copy submitted to the regional chaplain of the Navy region.
- Declare deserter for personnel who fail to report after 30 days and submit case to servicing TSC using CASE SUBMISSION guidance on page 1.

UNAUTHORIZED ABSENCE PROCEDURES. For UAs per MPM 1600-040, follow these steps

- Within the first 24 hours of UA:
 - Inspect/visit living quarters, inquire with peers/co-workers, local hospitals/civilian law enforcement agencies, social media, primary/secondary next of kin or local friends for potential clues of whereabouts.
 - If the member returns in less than 24 hours, make a permanent NAVPERS 1070/613 (Page 13) administrative remarks entry with the exact hours and date beginning and ending and the circumstances of the UA and submit for verification/entry into member's OMPF per [Electronic Service Records case routing guidance](#).
- If the member is UA for over 24 hours:
 - Submit a copy of the daily Absentee Report to your servicing TSC to stop members pay entitlements. Refer to [OPS Alert 024-24](#) for UA Template memo.
 - Notify member's next of kin via letter (MILPERSMAN 1600-040) with a copy submitted to the regional chaplain of the Navy region.
 - If a member returns from UA prior to deserter status, submit a copy of the daily Absentee Report to your servicing TSC to restart pay effective date of return. Refer to [OPS Alert 024-24](#) for UA Template memo.

DESERTERS. If the facts and circumstances of the member's absence without regard to length indicate the member committed the offense of desertion, if the member has been absent without authority for 30 consecutive days, or if the member has gone to or shows intent to go to a foreign country:

- Prepare DD 553 (MILPERSMAN 1600-060 refers) for the creation of a warrant and the official declaration notification and send via email to nacic-ops@navy.mil
- For additional information, refer to Navy Absentee Collection and Information Center [FAQ page](#).

PROCEDURES FOR SERVICE MEMBERS IN CONFINEMENT

Primary References

- MILPERSMAN (MPM) 1640 Confinement
- MPM 1640-060 When to Transfer Post-Trial Using PCS or TDY Status to a Shore Military Correctional Facility

Submission of Misconduct Reports. Refer to [Ops Alert 002-24](#) for references and procedures for submission of misconduct reports to a member's Official Military Personnel File (OMPF).

Service Members in Confinement. [NAVADMIN 244/14](#) provides guidance on requesting confinement orders. Relevant segments are provided here for ease of reference.

1. Members in Military Confinement. PCS orders are required for enlisted members and officers adjudged by a court-martial that includes a sentence to confinement in excess of 30 days, or any sentences of confinement that include a punitive discharge or dismissal, as applicable. Service member's command must contact CNPC (PERS-00D) at (901) 874-4444/4451 / DSN 882, or MILL_PERS00D_ADMIN@navy.mil to obtain a designated place of confinement and provide PERS-00D with the statement of trial results (SOTR).

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PROCEDURES FOR CONFINEMENT(cont.):

2. Members in Pre-Trial Confinement. Given there are no unusual circumstances, Service members should not receive transfer orders while civilian charges are pending.

- For officers, notify Commander, Navy Personnel Command (PERS-834) (pers-834@navy.mil) per MPM 1611-010. If transfer orders are desired, PERS-834 will coordinate with PERS-4 and PERS-00J to determine whether such orders are appropriate.

3. Members Tried by Civilian Authorities and Sentenced to Confinement. Follow instructions in [NAVADMIN 244/14](#) for notification and coordination processes. As appropriate, follow procedures for administrative processing. Service members in foreign confinement may not be separated until released. If it is determined that administrative processing is not warranted, and there are no unusual circumstances, Service members should not receive transfer orders until released from confinement. Once PCS orders are issued, commands must contact the servicing TSC to ensure Service member is placed in Accounting Category Code 392 during civilian confinement, suspend pay, and begin documenting Service member's unauthorized absence. In no situation may a Service member in confinement be placed in a leave status.

Upon receipt of confinement orders, submit a case via eCRM as follows.

| Case Drop-Down | Select | Notes |
|----------------|--|---|
| Subject | Rate/Grade Last Name, First Name, Confinement | |
| Description | Be thorough in description to avoid delays. | |
| Request Type | Legal | |
| Problem Code | PCS Transfer to/from MCF | |
| Routed To | Select servicing TSC as appropriate | TSC PENSACOLA TSC SAN DIEGO TSC YOKOSUKA TSC GREAT LAKES |
| Effective Date | Date of transfer to confinement status | |
| Contact Name | Utilize your Sailor's SSN or DoD ID to find correct record and prevent a case being opened on the wrong Sailor. This is the Sailor's information, NOT the CPPA's. | |

For additional information on appellate leave status and reporting, refer to the Navy and Marine Corps Appellate Leave Activity (NAMALA) [FAQs](#).

Appellate Leave is "the authorized absence of a Service member (Appellant) from the physical presence of the command, in a non-pay status, pending completion of the appellate review of their court-martial conviction where a dismissal or an unsuspended dishonorable or bad conduct discharge was adjudged."

References and Resources:

- MILPERSMAN 1050-310 through 1050-380
- <https://www.hqmc.marines.mil/Agencies/Navy-Marine-Corps-Appellate-Leave-Activity/>
- <https://www.mynavyhr.navy.mil/Support-Services/Corrections-Programs/NAMALA/>

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SUMMARY OF COMMAND/TSC REQUIRED ACTIONS FOR LEGAL CASES:

| LEGAL CASE | DOCUMENTS FROM COMMAND | TSC ACTION |
|--|--|---|
| ENLISTED | | |
| UNAUTHORIZED ABSENCE | | |
| UA less than 24 hours | Submit NAVPERS 1070/613 (Page 13) to record UA to HRSC via eCRM. | HRSC will verify Page 13 NSIPS ESR entry, and eSub to OMPF. |
| UA 24 hours and returned after less than 4 days | Submit a copy of the daily Absentee Report to report UA. | Submit UA - Report in NSIPS. Process UA FID based on the UA disposition submitted. If disposition is lost time, EAOS/PEBD/ADSD will adjust. ESub NAVPERS 1070/606 to OMPF. If charged as leave, process SB03 and cancel UA Report in NSIPS. |
| UA 5 days and over | Submit a copy of the daily Absentee Report. This submission will stop all pay and allowances from the start of UA date. | Submit UA - Create in NSIPS. Process a UA FID based on the type of UA (i.e., SJ, SK, SA) |
| UA 5 days and returned before 30 days or less | Submit a copy of the daily Absentee Report. This submission will re-start pay and allowances. | Submit UA - Update in NSIPS. Process UA FID based on the UA disposition. If disposition is lost time, EAOS/PEBD/ADSD will adjust. eSub NAVPERS 1070/606 to OMPF. If charged as leave, process an SB03 and cancel UA Report in NSIPS. |
| DESERTER STATUS | | |
| Declaration of Desertion (UA over 30 days) Note: CO can determine desertion on the first day of UA. | Submit DD Form 553 to NACIC - NACIC will change the ACC to 109. Submit a copy of DD Form 553 to TSC via Salesforce - TSC will stop all pay and allowances | If UA is open in NSIPS, submit UA - Update. Process UA FID. If no open UA in NSIPS, submit UA - Create and fill in deserter status. Then process UA FID for Deserter. |
| Declaration of Return of Deserter | Submit DD Form 616 to NACIC - NACIC will change the ACC to 100. Submit a copy DD 616 with disposition of UA days to TSC via Salesforce - this will re-start all pay and allowances, post lost time, and adjust EAOS. | Process UA - Report in NSIPS with UA determination. If disposition is lost time, EAOS/PEBD/ADSD will adjust. ESub NAVPERS 1070/606 to OMPF. |
| In Hands of Civil Authority (IHCA) | | |
| In Hands of Civil Authority (IHCA) | Submit memo with court documents of arrest - this will stop pay and allowances. Note: IHCA will not be reported as desertion, regardless of the number of days under IHCA. | Submit UA - Create in NSIPS. Then process a UA FID SK04. |
| Return from IHCA | Submit memo with court released documents to re-start pay with disposition of IHCA days | Submit UA - Update in NSIPS. Then process UA FID SA04. If disposition is lost time, EAOS/PEBD/ADSD will adjust. ESub NAVPERS 1070/606 to OMPF. If charged as leave, process SB03 and cancel UA Report in NSIPS. |

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| LEGAL CASE | DOCUMENTS FROM COMMAND | TSC ACTION |
|--|---|---|
| FAILED TO REPORT | | |
| Failed To Report | Submit NAVPERS 1070/613 (Page 13) with the start date - this will put member under UA status. After 30 days of UA, declare as a deserter. Note: FTR will become the actual gain transaction. Do not submit a gain transaction when member reports from FTR. | Process Activity Gain Duty status Failed To Report - this will put member under ACC 101. Process UA FID on the 10 th day after Failed to Report date- this will stop pay and allowances. |
| Reporting from Failed to Report | Submit memo with return date and disposition of UA days. | Update TMTR ACC to 100. Process UA - Report in NSIPS with UA determination. If disposition is lost time, EAOS/PEBD/ADSD will adjust. ESub NAVPERS 1070/606 to OMPF. If charged as leave, process SB03 and cancel UA Report in NSIPS. |
| NON-JUDICIAL PUNISHMENT / COURT MARTIAL | | |
| CO's NJP and Service member was awarded punishment/s where pay is involved. | Submit completed NAVPERS 1626/7. Forfeiture of pay is limited to basic pay, all sea pays, and hardship pay. If punishment includes RIR, whether or not suspended, the forfeiture must be based on the reduced paygrade. | Create Court Memorandum in NSIPS. Good Conduct Award Re-Start Date (re-start date is the date following the latest offense and not the date of NJP or Court Martial). ESub NAVPERS 1070/607 and NAVPERS 1626/7 to OMPF. |
| Court Martial and Service member was awarded punishment/s where pay and less than 29 days of confinement is involved. | Submit all Court Martial documents i.e., confinement orders (DD Form 2707), confinement release orders (DD form 718), CA Action, charge sheet (DD Form 458), Pretrial Agreement. | Create Court Memorandum in NSIPS. Submit Good Conduct Award Re-Start Date. Re-start date is the date of restoration to duty. ESub NAVPERS 1070/607 to OMPF. |
| Court Martial and Service member was awarded punishment/s where pay and more than 30 days of confinement is involved. | Submit all Court Martial documents i.e., confinement orders (DD Form 2707), confinement release orders (DD form 718), CA Action, charge sheet (DD Form 458), Pretrial Agreement. Review NAVADMIN 244/14 for more actions to take regarding orders to confinement. | Create Court Memorandum in NSIPS and based action/input from KSDs submitted. Submit Good Conduct Award Re-Start Date. Re-start date is the date of restoration to duty. ESub NAVPERS 1070/607 to OMPF. |
| CO's NJP or Court Martial and punishment awarded does not involve pay. | Submit copy of NAVPERS 1626/7 | Generate NAVPERS 1070/613 (Page 13) entry based on the NAVPERS 1626/7, and verify. ESub the Page 13 to OMPF. Submit Good Conduct Award Re-Start Date. For NJP, the re-start date is the date following the date of the latest offense and for Court Martial, the approval date of the Convening Authority. ESub NAVPERS 1070/613 to OMPF. |
| Vacated punishment | Submit signed copy of punishment vacation letter from the CO indicating what punishment to vacate. Include a copy of the NAVPERS 1070/607 that matches the NJP or Court martial event. | Modify NSIPS Court Memorandum. Effective date is the date of the vacation letter. Submit Good Conduct Award Re-Start Date. Re-start date is the date following the date of the vacation letter. |

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| LEGAL CASE | DOCUMENTS FROM COMMAND | TSC ACTION |
|---|--|---|
| APPELLATE LEAVE AND LEGAL HOLD | | |
| Appellate Leave (Voluntary) | Submit completed Statement of Understanding (NAVPERS 1050/3), Court Martial documents, NPPSC 1900/1, DD Form 2648, Appellate Leave chit (NAVCOMPT 3065) with 300 days leave request, Appellate Request for Voluntary Appellate Leave (DD Form 2717). | Process SB01 type R with 300 days leave request. (Service member remains assigned to parent command until assigned to Involuntary Appellate Leave.) |
| Appellate Leave (Involuntary) | Submit completed Statement of Understanding (NAVPERS 1050/3), Court Martial documents, NPPSC 1900/1, DD Form 2648, Appellate leave chit (NAVCOMPT 3065) with 300 days leave request, BUPERS Orders with ACC 393, etc, to TSC for transfer to NAMALA. | Process Activity Loss and SB01 type R with 300 days leave request (if applicable) in NSIPS. |
| Legal Hold - Start | Memo to put member under ACC 390 - Legal Hold. | Change ACC under NSIPS TMTR Panel |
| Legal Hold - Remove | Memo to put member back to ACC 100 - For Duty | Change ACC under NSIPS TMTR Panel |
| Retain-In-Service due to Legal Hold | Submit RIS Page 13 to TSC Naples. | TSC Naples will process RIS in NSIPS |
| OFFICER'S MISCONDUCT WITH PAY IMPACTING MATTERS ONLY | | |
| UA 24 hours and returned after less than 4 days | Submit pay memo to report UA with a start and stop dates/time, and disposition of UA days (i.e., charged as leave or count as lost time.) | If disposition is lost time, manually prepare NAVPERS 1070/606. Process UA FID on DMO based on UA disposition submitted. Open NSIPS trouble ticket to post officer's lost time in NSIPS and ACBD/ADBD adjustments. ESub NAVPERS 1070/606 to OMPF. If charged as leave, do not prepare NAVPERS 1070/606, and process SB03. |
| UA 5 days and counting | Submit pay memo with a start date/time of UA. This submission will stop all pay and allowances from the start of UA date. | Process UA FID on DMO based on the type of UA (i.e., SJ, SK, SA). |
| UA 5 days and returned before 30 days or less | Submit pay memo to report UA with a start and stop dates/time, and disposition of UA days (i.e., charged as leave or count as lost time.) This submission will re-start pay and allowances. | If disposition is lost time, manually prepare a NAVPERS 1070/606. Process a UA FID on DMO based on the UA disposition submitted. Open an NSIPS trouble ticket to post officer's lost time in NSIPS and ACBD ADBD adjustments. ESub NAVPERS 1070/606 for OMPF ingestion. If charged as leave, do not prepare NAVPERS 1070/606, instead, process an SB03. |
| Declaration of Desertion (UA over 30 days) Note: CO can determine desertion on the first day of UA. | Submit DD Form 553 to NACIC - NACIC will change the ACC to 109. Submit a copy of DD Form 553 to TSC via Salesforce - TSC will stop all pay and allowances | Submit UA FID via DMO. |

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| LEGAL CASE | DOCUMENTS FROM COMMAND | TSC ACTION |
|--|--|---|
| OFFICER'S MISCONDUCT WITH PAY IMPACTING MATTERS ONLY | | |
| Declaration of Return of Deserter. | Submit DD Form 616 to NACIC - NACIC will change the ACC to 100. Submit a copy DD 616 with disposition of UA days to TSC via Salesforce - this will re-start all pay and allowances, lost time will post, and ACBD & ADBD will adjust. | If disposition is lost time, manually prepare NAVPERS 1070/606. Process UA FID on DMO based on the UA disposition submitted. Open NSIPS trouble ticket to post officer's lost time in NSIPS and ACBD/ADBBD adjustments. ESub NAVPERS 1070/606 to OMPF. If charged as leave, do not prepare NAVPERS 1070/606; process SB03. |
| CO's NJP | Submit copy of NAVPERS 1626/7 to servicing TSC. | Submit DF FID via DMO. If not available, open DWOWS to effect pay impacting matters. Then manually prepare a NAVPERS 1070/607 and eSub to OMPF. |
| In Hands of Civil Authorities (IHCA) | Submit memo with court documents of arrest - this will stop pay and allowances. Note: IHCA will not be reported as desertion, regardless of the number of days under IHCA. *** Review NAVADMIN 244/14. | Process UA FID on DMO based on the type of UA (i.e., SJ, SK, SA). Change ACC to 392 under NSIPS TMTR. Manually prepare NAVPERS 1070/606 and keep on file until release or separation. Upon release or before separation, complete NAVPERS 1070/606, submit for lost time via DWOWS and NSIPS trouble ticket, this will adjust ADBD/ACBD. ESub NAVPERS 1070/606 to OMPF. |
| Court Martial and member was awarded punishment/s where pay and less than 29 days of confinement is involved. | Submit all Court Martial documents i.e., confinement orders (DD Form 2707), confinement release orders (DD form 718), CA Action, charge sheet (DD Form 458), Pretrial Agreement. Review NAVADMIN 244/14 for more information. | Submit DF FID via DMO, if not available, Open DWOWS to effect pay impacting matters. Then manually prepare a NAVPERS 1070/607 and eSub to OMPF. |
| Court Martial and member was awarded punishment/s where pay and more than 30 days of confinement is involved. | Submit all Court Martial documents i.e., confinement orders (DD Form 2707), confinement release orders (DD form 718), CA Action, charge sheet (DD Form 458), Pretrial Agreement. Review NAVADMIN 244/14 for actions to take regarding orders to confinement. | Submit DF FID via DMO, if not available, Open DWOWS to effect pay impacting matters. Then manually prepare a NAVPERS 1070/607 and eSub to OMPF. |
| Appellate Leave | Submit Statement of Understanding (NAVPERS 1050/3), Court Martial documents, Appellate Leave check out form, Appellate leave chit (NAVCOMPT 3065) with 300 days leave request, Appellate Leave action (DD 2717), BUPERS Orders with ACC 393 to TSC for transfer to NAMALA. | Process SB01 type R with 300 days leave request and then Admin loss, both in NSIPS. |
| Legal Hold - Start | Memo to put member under ACC 390 - Legal Hold. | Change ACC under NSIPS TMTR Panel |
| Legal Hold - Remove | Memo to put member back to ACC 100 - For Duty | Change ACC under NSIPS TMTR Panel |
| ACC changes or Transfer of Officer due to civilian incarceration. | Report incident to PERS 00D and PERS 834. See MPM 1611-010. PERS 834 will inform PERS 451 to generate PCS orders for Officer involved. *** Review NAVADMIN 244/14. | Transfers and Receipts section will process as normal. |