



CASE ROUTING GUIDANCE LEGAL RESTRICTED CASES

Update: 10 June 2025

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.

INCLUDED ROUTING GUIDANCES:

• Obtaining PersPay Legal Restricted Access in eCRM	Page 1
• Procedures for Failure to Report	Page 2
• Procedures for Unauthorized Absence	Page 3
• Procedures for Deserter	Page 4
• Procedures for Nonjudicial Punishment	Page 5
• Procedures for Confinement	Page 6
• Procedures for Pre-trial Confinement	Page 7
• Procedures for Court Martial	Page 8
• Procedures for In Hands of Civilian Authorities	Page 9
• Procedures for Transfer to/from MCF	Page 10
• Procedures for Appellate Leave	Page 11
• Procedures for Appellate Transfer/Gain	Page 12
• References	Page 13
• Summary of Command/TSC Actions	Page 14-17

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.

TRAINING: Regional Support Centers (RSC) conduct weekly pay, personnel, and case submission training. Please reach out to your local RSC for regional training schedules. You may find your RSC training schedule on the [MyNavy HR CPPA Resources page](#) by navigating to [RSC Contacts](#) on the left menu. RSC training schedules can also be found on the [RSC SharePoint sites](#).



CASE ROUTING GUIDANCE

LEGAL RESTRICTED CASES

FAILURE TO REPORT (FTR)

Update: 10 June 2025

CASE DETAILS: Submit cases as follows.

Case Drop- Down	Select	Notes
Subject	Rate/Grade Last Name, First Name, FTR	
Description	Be thorough in description to avoid delays.	
Request Type	Activity Gains	
Problem Code	Receipts	Use when Service member fails to report for a day of duty.
Routed To	Select servicing TSC as appropriate	Submit case 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	Report no later than date as on Permanent Change of Station (PCS) orders	
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 .	

PROCEDURES:

Enlisted

- Upon determination of an expired gain, and completion of steps 2b through 2d as outlined in [MILPERSMAN 1600-120](#), submit "Failed to Report" Gain via Navy Standard Integrated Personnel System (NSIPS).
- Generate and submit a permanent NAVPERS 1070/613 (Page 13) administrative remarks, to servicing TSC via eCRM/Salesforce.
- On the 10th date after the "Failed to Report" date, ensure that all pay, and allowances are stopped by the servicing TSC. Additionally, notify the member's next-of-kin (NOK) via letter outlined in [MILPERSMAN 1600-120](#), with a copy sent to the staff chaplain at Navy Reserve Readiness Command (NAVRESREDCOM) in the geographical location of the member's NOK addressee.

Officers

- Upon determination of an expired gain, and completion of steps 2b through 2d as outlined in [MILPERSMAN 1600-120](#), the commander must immediately notify Navy Personnel Command (NAVPERSCOM) Officer Performance and Separations Branch (PERS-834), preferably via encrypted e-mail.
- Generate and submit a permanent NAVPERS 1070/613 (Page 13) administrative remarks, to servicing TSC via eCRM/Salesforce.
- If an officer has been absent for 10 days and has not been declared a deserter, notify the member's next-of-kin (NOK) via letter outlined in [MILPERSMAN 1600-120](#) with a copy to the staff chaplain at Navy Reserve Readiness Command (NAVRESREDCOM) within the geographical location of the member's NOK addressee.

NOTE: If member's status remains unknown after 30 days of UA, proceed to Deserter (page 4) for command actions.

TIMELINES: Submit requests no later than (NLT) 24 hours after Service member's whereabouts remain unknown.



CASE ROUTING GUIDANCE

LEGAL RESTRICTED CASES

UNAUTHORIZED ABSENCE (UA)

Update: 10 June 2025

CASE DETAILS: Submit cases as follows.

Case Drop- Down	Select	Notes
Subject	Rate/Grade Last Name, First Name, AWOL/UA	
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.
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	1 st date of UA	
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 .	

PROCEDURES:

Enlisted

- 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 official military personnel file per [Electronic Service Records case routing guidance](#).
- If AWOL/UA is greater than 24 hours, submit memorandum on command letterhead that includes all the necessary details about the absence, to include the date(s) and time(s). [OPS Alert 024-24](#) provides template for memorandum on command letterhead. Refer to [MILPERSMAN 1600-040](#) for details.
- If UA is greater than 4 days (on the 5th day of UA), submit muster report/daily absentee report along with memorandum on command letterhead to suspend all pay and allotments. Submit memorandum on command letterhead to next-of-kin (NOK) notifying them of Service member absence in accordance with [MILPERSMAN 1600-040](#).

Officers

- Upon notice of unauthorized or unexplained absence, commander must immediately notify Navy Personnel Command (NAVPERSCOM) Officer Performance and Separations Branch (PERS-834) preferably via encrypted e-mail.
- Submit muster report/daily absentee report along with memorandum on command letterhead to servicing TSC to stop the officer's pay upon declaration of UA.
- If an officer has been absent for 10 days and has not been declared a deserter, notify the officer's NOK by letter in accordance with [MILPERSMAN 1920-260](#).

NOTE: If member's status remains unknown after 30 consecutive days or if the member has gone to or shows intent to go to a foreign country, proceed to Deserter (page 4) for command actions.

TIMELINES: Submit requests no later than (NLT) 24 hours after Service member's whereabouts remain unknown.



CASE ROUTING GUIDANCE

LEGAL RESTRICTED CASES

DESERTER

Update: 10 June 2025

CASE DETAILS: Submit cases as follows.

Case Drop- Down	Select	Notes
Subject	Rate/Grade Last Name, First Name, Deserter	
Description	Be thorough in description to avoid delays.	
Request Type	Legal	
Problem Code	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 status to Deserter.
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	Date declared a Deserter	
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 .	

PROCEDURES:

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:

- Declare the Service member a deserter by preparing and transmitting DD 553 (Deserter/Absentee Wanted by the Armed Forces) via encrypted email to: nacic-ops@navy.mil. Upon issuance of the DD Form 553, the commander must collect, inventory, and secure the absentee's personal effects in safekeeping.
- Submit the DD Form 553 to your servicing TSC to initiate a change in service status, resulting in the Service member being classified as a deserter.
- On the 120th day contact the Navy Absentee Collection and Information Center (NACIC) to obtain guidance regarding the transfer of member(s) to the NACIC Deserter UIC.
- Complete the evaluation/CHIEFEVAL/FITREP when the deserter reaches the 120th day and is transferred to NACIC.
- On the 121st day, forward all records (medical, dental, DD Form 553, NAVSUP 29 Inventory of Personal Effects, etc.) via registered mail to NACIC.

NOTE: Alternate for transmitting DD 553 is DOD SAFE website. Under "Email Settings" ensure the "Encrypt email message when possible" is not checked. This encrypts the email that sends the link and password to collect the file(s). Due to it being sent to a group inbox, the encrypted email cannot be opened.

TIMELINES: Submit requests no later than (NLT) 24 hours after 30 consecutive days of unauthorized absence or following Failure to Report.



CASE ROUTING GUIDANCE

LEGAL RESTRICTED CASES

NON-JUDICIAL PUNISHMENT (NJP)

Update: 10 June 2025

CASE DETAILS: Submit cases as follows.

Case Drop- Down	Select	Notes
Subject	Rate/Grade Last Name, First Name, NJP	
Description	Be thorough in description to avoid delays.	
Request Type	Legal	
Problem Code	Non-Judicial Punishment	Use when Service member is found guilty at NJP, and punishments were awarded.
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	Date NJP concluded (see procedures below for definition of NJP conclusion)	
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 .	

PROCEDURES:

Enlisted

- When NJP results in the following, submit only NAVPERS 1626/7 to appropriate PERS code for document inclusion into Official Military Personnel File (PERS-313 for E5 and below, PER-832 for E6 through E9):
 - Oral Reprimand, Written admonishment/reprimand, Restriction, Forfeiture of pay (suspended), Reduction of rate (suspended), extra duty, or conviction by civil authorities.
- When NJP results affect pay (forfeiture of pay or reduction of rate, not suspended), submit the following at the completion of disciplinary action, upon conclusion of appeal and final ruling is made, if lost, NAVPERS 1626/7, the Accused's Notification and Election of Rights (also known as Article 31B), and applicable NAVPERS 1070/613 (Page 13) administrative remarks.
- If Service member has previously suspended NJP punishments, provide Vacation Letter along with separate NAVPERS 1070/607 entry.

Officers

- At the conclusion of all NJP processes, assuming guilt was found and punishment greater than oral admonition was awarded, the NJP authority must immediately report the NJP using the [PERS-83 Reporting Letter template](#). The following should be included to PERS-834:
 - Statement of offenses(s) imposed, Brief description of the circumstances surrounding the offense(s), Statement of the punishment awarded, Statement of notification stating that the officer has 10 working days to review and acknowledge the report and that the report will become part of the officer's OMPF, Copy of the NAVPERS 1626/7, Copy of any procedural documents to include testimony given at NJP and or NJP summary, Copy of the investigation and other documents that were considered at NJP, Copy of any punitive letters awarded (if applicable), Copy of any appeal and response or the officer's written declination to appeal (if applicable).
- If on appeal, all charges were dismissed (a full set-aside was granted), notify PERS-834 with a Report of No Misconduct to close the case.
- If an officer has been arrested in connection with or charged with a civil offense, regardless of any diversionary, mitigating, or downgrading actions by the court, the case must be administratively processed if the original commission of the civilian offense could have been punished by confinement of 6 months or more. When a sentencing has been adjudged, the commander must submit a Final Civil Action Report to PERS-834 utilizing the PERS-83 Reporting Letter template. See [MILPERSMAN 1611-010](#) for additional information.

TIMELINES: Submit requests no later than (NLT) 5 working days upon completion of NJP process. If member appeals, do not submit until completion of the appeal process, if the member does not win the appeal.



CASE ROUTING GUIDANCE

LEGAL RESTRICTED CASES

CONFINEMENT

Update: 10 June 2025

PROCEDURES FOR SERVICE MEMBERS IN CONFINEMENT:

Service members can receive confinement from various ways, generally confinement is a result of pre-trial confinement in connection with pending court martial hearing, court martial (general, special and summary) or being detained In Hands of Civilian Authorities.

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 (enlisted) or dismissal (officer), 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). **While in a confinement status the MCF to which the member is confined, is responsible for retaining the Service member in the Navy to meet the completion of confinement adjudged by court-martial or until discharged from naval service.** Refer to "Transfer to/from MCF" section in this Case Routing Guidance.

NOTE: Refer to [MILPERSMAN 1160-050](#) and [Navy DJMS Procedures Training Guide, Part 7, Chapter 5](#) for more information.

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 [MILPERSMAN 1611-010](#). If transfer orders are desired, PERS-834 will coordinate with PERS-4 and PERS-00J to determine whether such orders are appropriate. Refer to "Pre-Trial Confinement" section in this Case Routing Guidance.

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 (ACC) 396 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. **If Service member's EAOS is set to expire while in a confinement status, the parent command to which they are attached is responsible for ensuring that the Service member is retained in service (RIS).** Refer to "In Hands of Civilian Authorities" section in this Case Routing Guidance.

NOTE:

1. The approval authority for retain in service, while in the hands of civilian authorities is BUPERS-328.
2. TSCs will monitor DFs at the start of the new calendar year to ensure that they are updated with the new pay rate to ensure Service member does not receive pay while confined.



CASE ROUTING GUIDANCE

LEGAL RESTRICTED CASES

PRE-TRIAL CONFINEMENT

Update: 10 June 2025

CASE DETAILS: Submit cases as follows.

Case Drop- Down	Select	Notes
Subject	Rate/Grade Last Name, First Name, Pre-Trial Confinement	
Description	Be thorough in description to avoid delays.	
Request Type	Legal	
Problem Code	Pre-Trial Confinement	Use when Service member is sentenced to pre-trial confinement by competent authority.
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	1 st date of Pre-Trial Confinement	
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 .	

PROCEDURES:

Enlisted

- When ordered by competent authority, a commissioned officer, preparation of DD Form 2707 Confinement Order, should be prepared and accompany service member to a confinement facility or Military Confinement Facility (MCF) nearest to the location of the court-martial proceedings.
 - Within 48 hours, a neutral officer reviews the order to confirm probable cause.
 - Within 72 hours, the service member's commander must decide if the confinement should continue. If continued pretrial confinement is approved, the commander shall prepare a written memorandum that states the reasons for the conclusion that the requirements for confinement have been met. If it is determined that the confinement should not continue, service member will be released and any pays stopped will be reinstated.

Officers

- When ordered by their Commanding Officer preparation of DD Form 2707 Confinement Order, should be prepared and accompany service member to a confinement facility or Military Confinement Facility (MCF) nearest to the location of the court-martial proceedings.
 - Within 48 hours, a neutral officer reviews the order to confirm probable cause.
 - Within 72 hours, the Service member's commander must decide if the confinement should continue. If continued pretrial confinement is approved, the commander shall prepare a written memorandum that states the reasons for the conclusion that the requirements for confinement have been met. If it is determined that the confinement should not continue, Service member will be released and any pays stopped will be reinstated.

TIMELINES: Submit requests no later than (NLT) 24 hours after sentenced to pre-trial confinement.



CASE ROUTING GUIDANCE

LEGAL RESTRICTED CASES

COURT MARTIAL

Update: 10 June 2025

CASE DETAILS: Submit cases as follows.

Case Drop- Down	Select	Notes
Subject	Rate/Grade Last Name, First Name, Court Martial	
Description	Be thorough in description to avoid delays.	
Request Type	Legal	
Problem Code	Court Martial	Use when Service member is found guilty and court martial is adjudged with punishments imposed.
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	Date Court Martial is adjudged	
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 .	

THE PARENT COMMAND IS RESPONSIBLE FOR SUBMITTING THE INITIAL COURT-MARTIAL PROCEEDING DOCUMENTS TO THE TSC BEFORE THE SERVICE MEMBER'S TRANSFER FOR CONFINEMENT, IF CONFINEMENT IS ADJUDGED AS PART OF THE SENTENCE.

PROCEDURES:

Enlisted

- Following the conclusion of court-martial proceedings, submit the Statement of Trial Results (SOTR), Plea Agreement (if applicable), and DD Form 2707, Confinement Order (if applicable).
- Upon receipt of the Convening Authority Action (which may take approximately 30 days after the conclusion of the court-martial) and the Entry of Judgment (EOJ) (which may take approximately 2-4 months after the conclusion of the court-martial), submit these documents to the servicing TSC for inclusion in the member's record and to enact any punishments if they differ from the SOTR.
- If the Service member is awarded a punitive discharge, the command to which they are assigned is responsible for extending the Service member's EAOS until the completion of appellate review of their court-martial case. This applies even if the period of confinement (if any) adjudged under the sentence has been served, and the member's enlistment or other period of active OBLISERV has expired.

Officers

- At the conclusion of court-martial proceedings, assuming guilt was found and a punishment greater than an oral admonition was awarded, the convening authority must immediately report the court-martial using the [PERS-83 Reporting Letter template](#). The following documents should be included in the report to PERS-834:
 - Report of Result of Trial, Memorandum of Pre-Trial Agreement (if applicable), Court Martial Order, Stipulations of Fact (if applicable), Investigation or other supporting documents (if applicable), Punitive letter of reprimand (if applicable), Voluntary resignation/retirement request (if applicable), Statement of notification stating that the officer has 10 working days to review and acknowledge the report and that the report will become part of the officer's OMPF.
- Submit the SOTR, Plea Agreement (if applicable), DD Form 2707 (if applicable) or permanent change of station (PCS) orders (if applicable) after the court-martial has been adjudged. Once received, submit the Convening Authority Action and Entry of Judgment for inclusion in the officer's record and to enact any punishments awarded if they differ from the SOTR.
- If an officer has been arrested in connection with or charged with a civil offense, regardless of any diversionary, mitigating, or downgrading actions by the court, the case must be administratively processed if the original commission of the civilian offense could have resulted in confinement of 6 months or more. Refer to IHCA section of this Case Routing Guidance.

NOTE: In a general or special court-martial, a sentence is executed and takes effect when the judgment is officially entered into the record under R.C.M. 1111; In the case of a summary court-martial, a sentence is executed and takes effect when the convening authority acts on the sentence.

TIMELINES: Submit requests no later than (NLT) 24 hours upon conclusion of court-martial sentencing.



CASE ROUTING GUIDANCE LEGAL RESTRICTED CASES IN HANDS OF CIVILIAN AUTHORITIES (IHCA)

Update: 10 June 2025

CASE DETAILS: Submit cases as follows.

Case Drop- Down	Select	Notes
Subject	Rate/Grade Last Name, First Name, IHCA	
Description	Be thorough in description to avoid delays.	
Request Type	Legal	
Problem Code	In Hands of Civilian Authorities (IHCA)	Use when Service member is apprehended by civilian authorities.
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	1 st date of IHCA	
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 .	

PROCEDURES:

Enlisted

- Upon notification of an arrest or receipt of an arrest report, the command will submit a memorandum on official letterhead to the servicing TSC to place the member into a confinement status, Type "1." [OPS Alert 024-24](#) provides a template for the memorandum. *(If the Service member is released on parole while awaiting trial, submit a memorandum on official letterhead to the servicing TSC to return the member to an "on station" status.)*
- The command is responsible for making and maintaining contact with the Service member while they are in confinement status until the completion of the trial, whether they are convicted or acquitted.
- If the service member's EAOS is set to expire while in confinement, submit NAVPERS 1306/7 to BUPERS-328 via ask MNCC at e-mail: askmncc.fct@navy.mil, requesting to "retain in service due to In Hands of Civilian Authorities (IHCA), while pending trial."
- Once approval is received from BUPERS-328, generate NAVPERS 1070/613 (Page 13) administrative remarks, to retain the member in service and submit it to the servicing TSC. Follow the [Retentions CRG](#) for case submission details.
- The member may be separated based on civilian convictions. Refer to [MILPERSMAN 1910-144](#) for details.

Officers

- Upon notification of an arrest or receipt of an arrest report, the commander must immediately notify Navy Personnel Command (NAVPERSCOM) Officer Performance and Separations Branch (PERS-834), preferably via encrypted email. The command will then submit a memorandum on official letterhead to the servicing TSC to place the member into a confinement status, Type "1." [OPS Alert 024-24](#) provides a template for the memorandum. *(If the Service member is released on parole while awaiting trial, submit a memorandum on official letterhead to the servicing TSC to return the member to an "on station" status.)*
- The command is responsible for making and maintaining contact with the Service member while they are in confinement status until the completion of the trial, whether they are convicted or acquitted.
- The member may be separated based on civilian convictions. Refer to [MILPERSMAN 1910-144](#) for details.
- If an officer has been arrested in connection with or charged with a civil offense, regardless of any diversionary, mitigating, or downgrading actions by the court, the case must be administratively processed if the original commission of the civilian offense could have resulted in confinement of 6 months or more. Once sentencing has been adjudged, the commander must submit a Final Civil Action Report to PERS-834 using the [PERS-83 Reporting Letter template](#). See [MILPERSMAN 1611-010](#) for additional information.

TIMELINES: Submit requests no later than (NLT) 24 hours after notification of arrest.



CASE ROUTING GUIDANCE

LEGAL RESTRICTED CASES

TRANSFER TO/FROM MCF

Update: 10 June 2025

CASE DETAILS: Submit cases as follows.

Case Drop- Down	Select	Notes
Subject	Rate/Grade Last Name, First Name, Transfer to/from MCF	
Description	Be thorough in description to avoid delays.	
Request Type	Legal	
Problem Code	Transfer to/from MCF	Use when Service member is being transfer to a Military Confinement Facility (MCF) for a period greater than 30 days, in which permanent change of station (PCS) orders are issued. Use when Service member is transferred from MCF, upon completion of confinement sentence, and receives follow-on PCS orders issued.
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	Date arrived to MCF in accordance with DD Form 2707, Date released from MCF in accordance with DD Form 2718	
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 .	

It is the responsibility of the parent command to submit initial court-martial proceeding documents and ensure the processing of punishments awarded, prior to the Service member's transfer for confinement, if confinement is adjudged under the sentence:

PROCEDURES:

Transfer to MCF:

- Following the conclusion of court-martial proceedings resulting in confinement of 31 days or more, coordinate with PERS-00D for the designation of MCF and issuance of PCS orders.
- Upon posting of PCS orders from PERS-40BB (Enlisted)/PERS-451 (Officers), submit DD Form 2707 and endorsed PCS orders to the servicing TSC to process the transfer to the designated MCF.

Transfer from MCF:

- The MCF in which Service member is assigned will coordinate with PERS-451 for the issuance of PCS order to Transient Processing Units (TPU) for separation processing if the Service member has been awarded a punitive discharge or if the command intends to administratively separate (ADSEP) the Service member. (*If Service member is not being ADSEP, PERS-451 will issue PCS orders for follow-on assignment.*)
- Prior to submission of the transfer from the MCF, submit DD Form 2718 (Prisoner Release Order) to close out the confinement period.
- Upon posting of SK04, ensure the DF02 is processed to stop forfeitures.
- Upon posting of DF02, submit PCS orders to the servicing TSC to process the transfer in accordance with the issued PCS orders.



CASE ROUTING GUIDANCE

LEGAL RESTRICTED CASES

APPELLATE LEAVE

Update: 10 June 2025

CASE DETAILS: Submit cases as follows.

Case Drop- Down	Select	Notes
Subject	Rate/Grade Last Name, First Name, Appellate Leave	
Description	Be thorough in description to avoid delays.	
Request Type	Legal	
Problem Code	Appellate Leave	Use when a Service member who has been awarded dismissal or an unsuspended punitive discharge by court-martial and who has completed all awarded confinement may be placed on appellate leave pending completion of appellate review
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	Date approved by Commanding Officer	
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 .	

PROCEDURES:

Voluntary Appellate Leave (*Command to which member is attached while awaiting receipt of Entry of Judgement*)

- When executing Voluntary Appellate Leave, refer to the [NPPSC 5800/2, Appellate Leave Checklist](#) for the required items to be completed before commencing leave.
- If Service member elects to take accrued leave, submit NAVCOMPT 3065 (Leave Request/Authorization), to cover the remaining leave balance before submitting Voluntary Appellate Leave on NAVCOMPT 3065.
- Upon receipt of the Entry of Judgment, complete the following steps in the order below:
 - Coordinate with PERS-451 and NAMALA to transfer the Service member to NAMALA, UIC: 47353.
 - Submit SB03 (To stop leave and remove member from DSC 136.) (*The stop date for leave will be the day before the transfer to NAMALA.*)
 - Submit Activity Loss (SH03) via Appellant Transfer/Gain "problem code" via eCRM/Salesforce.

NAMALA

- Submit Activity Gain (SG03) via Appellant Transfer/Gain "problem code" via eCRM/Salesforce.
- Upon posting of SG03, submit SB01 Type "R" to start Involuntary Appellate Leave.

Involuntary Appellate Leave (*Member is released from confinement after Entry of Judgement is received*)

- When executing Involuntary Appellate Leave, refer to the [NPPSC 5800/2, Appellate Leave Checklist](#) for required items to be completed before commencing leave. Ensure close-out of "Lost Time" prior to processing of Activity Loss from MCF. Submit Activity Gain to NAMALA, UIC: 47353.
- If the Service member elects to take accrued leave, submit NAVCOMPT 3065 (Leave Request/Authorization) to cover the remaining leave balance before submitting Involuntary Appellate Leave on NAVCOMPT 3065. If not, submit Lump Sum Leave Sellback Page 13.
- When processing Activity Gain, choose "No – ADSN is changing," regardless of whether the servicing ADSN remains the same. (This will ensure that orders are liquidated properly, and the SG and the new LG are correctly posted in the Master Military Pay Account (MMPA).)

TIMELINES: Submit requests no later than (NLT) 14 working days upon completion of Appellate Leave package, and/or receipt of hard copy orders.



CASE ROUTING GUIDANCE

LEGAL RESTRICTED CASES

APPELLANT TRANSFER/GAIN

Update: 10 June 2025

CASE DETAILS: Submit cases as follows.

Case Drop- Down	Select	Notes
Subject	Rate/Grade Last Name, First Name, Appellant Transfer/Gain	
Description	Be thorough in description to avoid delays.	
Request Type	Legal	
Problem Code	Appellant Gain	Use to initiate transfer to NAMALA, upon receipt of Entry of Judgement (EOJ) when pending notification of completion of appellate review (NOCAR), or supplemental court-martial order (SCMO).
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	Date determined between NAMALA and current command	
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 .	

PROCEDURES:

Upon receipt of the Entry of Judgement:

- Coordinate with PERS-451 via e-mail at: PERS-451@navy.mil and NAMALA via e-mail at: OMB_MBW_NAMALA@usmc.mil to transfer the Service member to NAMALA, UIC: 47353. The command must forward the Appellate Leave Package to NAMALA for their review and concurrence before the Service member's transfer from the parent activity.
- Submit documents annotated on NPPSC 5800/2, Appellate Leave Checklist (*Involuntary Appellate Leave ONLY*) to servicing TSC.

TSC

- Upon receipt of cases in the "Appellant Gain" queue, verify the appropriate FIDS for posting court-martial punishments as directed on the NPPSC 5800/2, Appellate Leave Checklist.

NOTE: Service members on Voluntary Appellate Leave **are not** and **will not** be gained to or tracked by NAMALA. The command to which they are attached is responsible for completing all required items on the NPPSC 5800/2, Appellate Leave Checklist before the Service member will be accepted by NAMALA.

TIMELINES: Submit requests no later than (NLT) 24 hours after Service member has been transferred.



CASE ROUTING GUIDANCE

LEGAL RESTRICTED CASES

REFERENCES

Update: 10 June 2025

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).

Failure to Report, Unauthorized Absences, and Deserter:

- [MILPERSMAN \(MPM\) 1600-010](#) Deserters
- [MPM 1600-040](#) Procedures for Commands to Which Enlisted and Officer Absentees are Attached
- [MPM 1600-020](#) Apprehension of Absentees and Deserters
- [MPM 1600-030](#) Acceptance and Disposition of Returned Deserters
- [MPM 1600-050](#) Procedures When An Enlisted Absentee Returns to Naval Jurisdiction
- [MPM 1600-060](#) Declaration of Deserters
- [MPM 1600-070](#) Declaration of Return from Desertion
- [MPM 1600-100](#) Lost Time
- [MPM 1600-120](#) Procedures for Reporting Members as Failed to Report under PCS/TEM DU Orders
- [MPM 1920-260](#) Unauthorized Absence (Officer)
- Procedures Training Guide (PTG), Part 1, Chapter 2

Nonjudicial Punishment (NJP):

- [MPM 1611-010](#) Officer Performance and Separations for Cause
- [MPM 1616-040](#) Enlisted Performance (E-6/7/8/9)
- [MPM 1616-050](#) Enlisted Performance (E-5 and Below)
- [MPM 1626-020](#) Enlisted Service Record Entries After Nonjudicial Punishment (NJP)
- Procedures Training Guide (PTG), Part 7, Chapter 5

Court Martial:

- Manual for Court Martial (MCM) 2024
- Procedures Training Guide (PTG), Part 7, Chapter 5

Confinement (In Hands of Civilian Authorities):

- [NAVADMIN 244/14](#) Rollout of Navy Standard Integrated Personnel Systems Order Writing Module and Cancellation of Standard Transfer Orders
- [MPM 1640](#) Confinement
- [MPM 1640-010](#) Confinement Policy
- [MPM 1640-020](#) When Confinement is not Appropriate
- [MPM 1640-060](#) When to Transfer Post-Trial Prisoners Using Permanent Change of Station (PCS) or Temporary Additional Duty (TDY) Status to a Shore Military Confinement Facility
- [MPM 1640-110](#) Transporting Personnel to Confinement Facilities
- Procedures Training Guide (PTG), Part 1, Chapter 2

Appellate Leave:

- [MPM 1050-310](#) Appellate Leave
- [MPM 1050-320](#) Request (Voluntary) Appellate Leave
- [MPM 1050-340](#) Mandatory (Involuntary) Appellate Leave
- Procedures Training Guide (PTG), Part 1, Chapter 2

CASE ROUTING GUIDANCE - LEGAL RESTRICTED CASES
10 June 2025

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 restart 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 of DD 616 with disposition of UA days to TSC via Salesforce - this will restart 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 restart 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.

CASE ROUTING GUIDANCE - LEGAL RESTRICTED CASES

10 June 2025

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 Restart Date (restart 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), and Pretrial Agreement.	Create Court Memorandum in NSIPS. Submit Good Conduct Award Restart Date. Restart 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), and 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 Restart Date. Restart 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 the case to HRSC for page 13 verification and E-sub. HRSC Action: Restart Good Conduct Award Date. Verify Page 13 and E-sub for OMPF ingestion. For NJP, the restart date is the date following the date of the latest offense and for Court Martial, the approval date of the Convening Authority.
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 Restart Date. Restart date is the date following the date of the vacation letter.

CASE ROUTING GUIDANCE - LEGAL RESTRICTED CASES

10 June 2025

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 restart 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.

CASE ROUTING GUIDANCE - LEGAL RESTRICTED CASES

10 June 2025

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 of DD 616 with disposition of UA days to TSC via Salesforce - this will restart 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/ADBD 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, and 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), and 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), and 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.