

MILPERSMAN 1050-380

LETTER FORMAT FOR CHANGE OF STATUS TO MANDATORY APPELLATE LEAVE

Responsible Office	NAMALA	Phone:	DSN	325-0100
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1. **Procedure.** When the convening authority (CA) approves a punitive discharge/dismissal and the member is on by request appellate leave, the member's court-martial jurisdictional authority will change the member's status from request to mandatory appellate leave. A letter informing the member of the change will be sent in the format below: (Use proper letter format.)

5800
Code/Serial No.
Date

From: Commanding Officer/Officer in Charge
To: Rate/Rank, Name, SSN (XXXX-XX-1234, last four digits) (plus designator for officers)

Subj: CHANGE OF STATUS TO MANDATORY APPELLATE LEAVE

Ref: (a) (Court-martial convening authority)
(Special/General) Court-martial Order Number _____
of _____
(b) MILPERSMAN 1050-340
(c) JAGMAN 0152 (only if automatic reduction to E-1 is executed)

1. Reference (a) approves the punitive discharge awarded at your court-martial. Per reference (b), your status has changed from request appellate leave to mandatory appellate leave.

2. You have been reduced to paygrade E-1 as ordered executed per reference (a) 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.