102506

1. In order to Transfer a Marine Corps Prisoner by Service Record to

CO, MCB Camp Pendleton, CO, MCB Camp Lejeune, or CO, MCAS Beaufort, the following requirements must first be met:

 a. Prisoners who have been adjudged a punitive discharge and have at least 90 days remaining on their sentence to confinement may be transferred by service record to a general court-martial convening authority responsible for operation of a military confinement facility. Requests for transfer by service record will be addressed to HQMC PSL Corrections with an information copy to CMC (MMEA). Requests should include:

 (1) Name, grade, EDIPI and gender.

 (2) Date sentence adjudged and sentence awarded. Include the terms of the pretrial agreement, if applicable.

 (3) Charges and specifications convicted of with a brief description of each.

 (4) Date convening authority acted and sentence approved.

 (5) Minimum and maximum release date.

 (6) Prisoner's home of record.

 (7) Is Prisoner participating in victim/witness program?

2. If all requirements stated above have been met, the following documents need to be submitted to HQMC PSL Corrections via GySgt Joshua E. Miller at (703) 604-3651 joshua.e.miller@usmc.mil or Sgt Moriah Haisley (703) 604-0034 moriah.corbett@usmc.mil or to Fax (703) 604-0769. The request should include:

 (1) Naval Message Requesting Transfer by Service Record must be submitted to this office via the AMHS Message Board to the following PLADS:

 (a) COMMCICOM G THREE G FIVE

 (2) Post-Trial Action Convening Authority's Action

 (3) Post-Trial Action Entry of Judgment

 (4) Record of Conviction by Court-Martial (NAVMC 118 (13))

 (5) Memorandum of Plea Agreement (if applicable)

 (6) Statement of Trial Results

 (7) Charge Sheet (DD Form 458)

 (8) Confinement Order (DD Form 2707)

 (9) Copy of Statement of Trial

 (10) Gun control page 11 is required per MCBUL 5810

 (11) Statements from the following:

 (a) Supply Officer indicating no gear is checked out and the status of SNM’s TMO (completed/pending)

 (b) Adjutant indicating no pending legal action and/or request mast; and physical location and POC for Medical and Dental Records.

 (c) Personal Effects Memo - depicting location and/or actions made concerning SNP’s personal effects, vehicle, house hold good and if member resided on base housing.

 (12) Personal Effects inventory sheet(s) (if applicable)

 (13) Financial Liability Investigation of Property Loss (if applicable)

 (14) Defense Property Accountability System (DW Form 051, Feb 2016)

**\*\*All documents will be reviewed and then forwarded to the appropriate Base LTP Program Coordinator by HQMC PSL Corrections**. **They will conduct a FULL MCTFS review to ensure there are no current/pending issues prior to accepting the transfer. They will be given 2-3 business days to conduct the review.**

**\*\*\*The request for TR by SR WILL NOT be approved by HQMC PSL**

**Corrections until ALL actions stated above have been completed!**