



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 5450.45G
BUPERS-05
23 Oct 2023

BUPERS INSTRUCTION 5450.45G

From: Chief of Naval Personnel

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY AND MARINE CORPS
APPELLATE LEAVE ACTIVITY, WASHINGTON, DC

Ref: (a) OPNAVINST 5400.44B

Encl: (1) Mission, Functions, and Tasks of Navy and Marine Corps Appellate Leave Activity
Washington, DC

1. Purpose. To publish the mission, functions, and tasks of Navy and Marine Corps Appellate Leave Activity (NAMALA), Washington, DC per reference (a). This revision clarified the members assigned to NAMALA for oversight, utilization of the Corrections Management Information System (CORMIS) for tracking purposes, and added Navy Personnel Command (NAVPERSCOM), Corrections and Programs Office (PERS-00D) as part of the chain of command.

2. Cancellation. BUPERSINST 5450.45F.

3. Scope and Applicability. This instruction applies only to NAMALA.

4. Status and Command Relationships. NAMALA is a naval shore detachment in an active, fully operational status under a commanding officer.

a. Command: Navy and Marine Corps Appellate Leave Activity, Washington, DC

b. Echelon:

(1) Chief of Naval Operations

(2) Chief of Naval Personnel

(3) Commander, Navy Personnel Command

(4) Commanding Officer, NAMALA

c. Area Coordination: Commandant, Naval District Washington

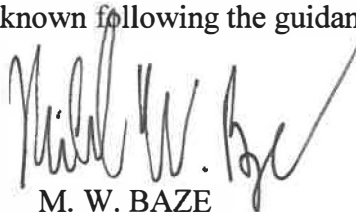
5. Action. Commanding Officer, NAMALA will ensure performance of mission, functions, and tasks in enclosure (1) and send recommended changes to Bureau of Naval Personnel (BUPERS), Total Force Human Resources & Manpower (BUPERS-05) via PERS-00D.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. W. BAZE
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/>.

MISSION, FUNCTIONS, AND TASKS
OF
NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY, WASHINGTON DC

Mission

Administer centralized processing and tracking for all Navy and Marine Corps members assigned involuntary appellate leave while awaiting results of appellate review, members assigned to parole and mandatory supervised release by the Naval Clemency and Parole Board (NC&PB), and perform other such functions and tasks as directed by higher authority.

Functions

Processes and tracks all Navy and Marine Corps members assigned involuntary appellate leave while awaiting results of appellate review, and members assigned to parole, and mandatory supervised release by the NC&PB.

Tasks

1. Monitor the status of all Navy and Marine Corps members assigned involuntary appellate leave while awaiting results of appellate review, and members assigned to parole and mandatory supervised release by the NC&PB.
2. Validate involuntary appellate leave status for renewal of military identification cards and other entitlements.
3. Provide necessary information regarding members on involuntary appellate leave, parole, and mandatory supervised release to:
 - a. Appellate Courts;
 - b. NC&PB;
 - c. Navy and Marine Corps members on involuntary appellate leave;
 - d. Navy and Marine Corps members on parole and mandatory supervised release;
 - e. PERS-00D; and
 - f. Other interested parties.

4. Execute punitive discharges when approved and directed by the Judge Advocate General.
5. Effect clemency action as decided upon by the Secretary of the Navy.
6. Provide on-site training to Navy and Marine Corps commands and activities on involuntary appellate leave processing.
7. Receive and act as the central repository for the original and electronic service and health records of assigned Navy and Marine Corps appellants, parolees, and mandatory supervised releasees.
8. Identify Navy and Marine Corps members on appellate leave who have a qualified military offense conviction, which requires collection and processing of a deoxyribonucleic acid (DNA) sample, but whose DNA sample has not been collected; taking necessary steps to resolve the collection requirement.
9. Following action by the Navy and Marine Corps Court of Criminal Appeals, U.S. Court of Appeals for the Armed Forces or U.S. Supreme Court that result in setting aside and dismissal of punitive discharges, or where the appellant has withdrawn his or her case from appellate review, transfer appellant back to the convening authority for action per the Uniform Code of Military Justice, Article 64.
10. Utilize CORMIS to monitor and track processing for all Navy and Marine Corps members assigned involuntary appellate leave while awaiting results of appellate review and for members assigned to parole and mandatory supervised release by the NC&PB.
11. Provide required data to and assist Chief of Naval Personnel and Commander, Navy Personnel Command in gathering and evaluating data concerning the administration and management of NAMALA.
12. Perform other functions and tasks as may be directed by higher authority.