



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

BUPERSINST 5450.45E
BUPERS-05
28 Jul 2017

BUPERS INSTRUCTION 5450.45E

From: Chief of Naval Personnel

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

Ref: (a) OPNAVINST 5400.44A

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

1. Purpose

a. To publish the mission, functions and tasks of Navy and Marine Corps Appellate Leave Activity (NAMALA), Washington, DC per reference (a).

b. Major revision includes update to enclosure (1). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 5450.45D.

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

4. Status and Command Relationships. NAMALA is a 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

28 Jul 2017

5. Action. Commanding Officer, NAMALA will ensure performance of mission, functions and tasks in enclosure (1). Send recommended changes to Bureau of Naval Personnel (BUPERS), Total Force Human Resources & Manpower (BUPERS-05).
6. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.
7. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date or an extension has been granted.



R. A. BROWN

Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.public.navy.mil/bupers-npc/Pages/default:t.aspx>.

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 appellate leave while awaiting results of appellate review, members assigned to parole and supervised release by the Naval Clemency and Parole Board (NC&PB), and to perform such other functions and tasks directed by higher authority.

Functions

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

Tasks

1. Monitors the status of all Navy and Marine Corps members assigned appellate leave while awaiting results of appellate review and for members assigned to parole and supervised release by the NC&PB.
2. Validates appellate leave status for renewal of military identification cards and other entitlements.
3. Provides necessary information about members on appellate leave and parole and supervised release to:
 - a. The Appellate Courts.
 - b. The NC&PB.
 - c. Members on appellate leave.
 - d. Members on parole and supervised release.
 - e. Other interested parties.
4. Executes punitive discharges when approved and directed by the Judge Advocate General.
5. Effects clemency action as decided by the Secretary of the Navy.
6. Provides on-site training to Navy and Marine Corps commands and activities.

7. Receives and acts as central repository for the original service and health records of naval appellants and parolees and supervised releasees.
8. Identifies those naval 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, the U.S. Court of Appeals for the Armed Forces, or the U.S. Supreme Court which 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 Uniform Code of Military Justice, article 64.
10. Performs other functions and tasks as may be directed by higher authority.