

MILPERSMAN 1640-150

NAVY PAROLE AND SUPERVISED RELEASE

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References	(a) DoD Instruction 1325.07 of 11 March 2013 (b) SECNAVINST 5815.3K (c) SECNAV M-1640.1 of May 2019
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1. **Procedures (Member Not Discharged)**. When a prisoner is granted parole or mandatory supervised release (MSR), hereafter referred to as supervised release, by the Naval Clemency and Parole Board (NC&PB) and the prisoner has not been discharged the following responsibilities and procedures will apply:

a. **Brig Officer Responsibilities**. Per references (a) through (c), the brig officer will release the prisoner on the effective date of parole or supervised release when all pre-release conditions have been completed (e.g., explanation of conditions of parole or supervised release to the offender, criminal history background check completed, etc.); appropriate photographs taken; deoxyribonucleic acid (DNA) taken, if applicable; sex offender registration, if applicable; victim and or witness notification, if applicable, etc.; and [DD 2716-1](#) Department of Defense Certificate of Supervised Release has been received.

b. **Transaction and Regional Service Center Responsibilities**

(1) Original service and health records of parolee or supervised releasee will be forwarded to and maintained by the Navy and Marine Corps Appellate Leave Activity (NAMALA).

(2) Change accounting category code (ACC), as appropriate.

(3) Transfer Service member on temporary duty (TEMDU) orders to NAMALA unit identification code (UIC) 47315.

c. **NAMALA Responsibilities.** NAMALA will maintain original service and health records of Service members who are on parole or supervised release.

d. **Procedures When Parole or Supervised Release Is Suspended.** In cases where parole or supervised release is suspended by the NC&PB, the following procedures will be accomplished:

(1) NC&PB. The NC&PB sends NAMALA a letter directing the return of the parole or supervised release violator.

(2) Navy Personnel Command (NAVPERSCOM) Corrections and Programs Office (PERS-00D)

(a) PERS-00D will direct Navy Absentee Collection and Information Center (NACIC) to declare the individual a deserter.

(b) Upon completion of the revocation proceedings and where confinement is determined to be continued, PERS-00D will direct the prisoner to a designated military correctional facility (MCF).

(3) NACIC. NACIC will take the following actions:

(a) Declare the individual a deserter by completing a DD 553-1 Parole/Mandatory Supervised Release (MSR) Violator Wanted by the Armed Forces and forwarding it to the Director, PERS-00D for signature per MILPERSMAN 1600-060.

(b) Change the parole or supervised release violator's ACC to 109. The Service member **must not be joined** to the deserter UIC 41104, as the individual is to remain assigned to NAMALA's UIC 47315.

(c) Enter the individual as a parole violator within the Federal Bureau of Investigation's (FBI) National Crime Information Center Wanted Person's File. The letter signed by NC&PB directing return of the Service member will serve as the legal authority to enter the Service member as a wanted person.

(d) Upon apprehension, escort the individual to the designated place of confinement, as directed by PERS-00D, and change the member's ACC to 391 per [MILPERSMAN 1320-300](#).

(4) NAMALA. Per references (a) through (c), original personnel documents (service and health records) and any allied documents of parolee or supervised releasee reconfined in the Navy MCF following revocation of parole or supervised release will be transferred from NAMALA to the designated MCF.

(5) MCF

(a) The MCF will maintain original personnel documents (service and health records) and any allied documents of parolees or supervised releasee reconfined (e.g., additional revised victim and witness notification documents).

(b) The MCF will make appropriate victim and witness notifications regarding revocation of parole and return to confinement.

2. Procedures (Service Member Discharged). When a prisoner is granted parole or supervised release by the NC&PB and the individual has been discharged (or discharged while on parole or supervised release), the following responsibilities apply:

a. Brig Officer Responsibilities

(1) Per references (a) through (c), the brig officer will release the offender on the effective date of parole or supervised release when all prerelease conditions have been completed (e.g., explanation of conditions of parole or supervised release to the offender; criminal history background check completed; appropriate photographs taken; an approved sample taken for DNA analysis, if the offender was convicted of at least one qualifying military offense; sex offender registration, if applicable; victim and witness notification, if applicable, etc.), and upon receipt of [DD 2716-1](#).

(2) Prisoner records and copies of service and health records of parolees or supervised releases will be maintained by the MCF. Original service and health records of the parole or supervised release violator will be forwarded to and maintained by NAMALA.

b. NAMALA Responsibilities. NAMALA will maintain original service and health records of the parole or supervised release violator.

c. Procedures When Parole is Revoked or Suspended. In cases where parole or supervised release is suspended by the NC&PB, the following procedures will be accomplished:

(1) NC&PB. The NC&PB will send PERS-00D a letter directing return of the parole or supervised release violator.

(2) PERS-00D

(a) PERS-00D will direct NACIC to declare the individual a deserter.

(b) Upon completion of the revocation proceedings and where confinement is determined to be continued, the prisoner will be assigned to an MCF by NAMALA.

(3) NACIC

(a) NACIC will enter the individual as a parole violator into the FBI's National Crime Information Center Wanted Person's File. The letter signed by NC&PB directing return of the parole violator will serve as the legal authority to enter the individual as a wanted person.

(b) Upon apprehension, NACIC will escort the individual to the designated place of confinement, as directed by PERS-00D, and change the member's ACC to 391 per [MILPERSMAN 1320-300](#).

(4) NAMALA. Per references (a) through (c), original personnel records (service and health records) and any allied documents of the parolee or supervised releasee reconfined following revocation of the parole or supervised release violator will be transferred from NAMALA to the assigned MCF.

(5) MCF

(a) The MCF will maintain the original personnel records (service and health records) and any allied documents of the parole or supervised release violator's return to confinement (e.g., additional revised victim and or witness notification documents).

(b) The MCF will make appropriate victim and witness notifications regarding revocation of parole and return to confinement.