



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

BUPERSINST 5450.45D
BUPERS-05
11 May 07

BUPERS INSTRUCTION 5450.45D

From: Chief of Naval Personnel

Subj: MISSION AND FUNCTIONS OF THE NAVY AND MARINE CORPS
APPELLATE LEAVE ACTIVITY (NAMALA), WASHINGTON, DC

Ref: (a) SECNAVINST 5815.3J
(b) OPNAVNOTE 5450 Ser 09B22/6U509665 of 4 Apr 96
(c) OPNAVNOTE 5450 Ser 09B22/8U509590 of 19 Oct 98

Encl: (1) Mission and Functions assigned to NAMALA

1. Purpose. To modify the functions for Navy and Marine Corps Appellate Leave Activity (NAMALA) as directed by reference (a). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 5450.45C.

3. Status and Command Relationships. NAMALA is a shore-based detachment in an active, fully operational status under the administrative control of Commander, Navy Personnel Command (COMNAVPERSCOM) per references (b) and (c).

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

Echelon

- 1 Chief of Naval Operations
- 2 Chief of Naval Personnel
- 3 Commander, Navy Personnel Command
(Commanding Officer, Navy and Marine Corps Appellate Leave Activity, Washington, DC)

- b. Area Coordination: Commandant, Naval District Washington

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4. Action. Commanding Officer, NAMALA, will ensure performance of the mission and functions in enclosure (1). Send recommended changes to Bureau of Naval Personnel (BUPERS) (BUPERS-05).



D. A. GOVE
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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**MISSION AND FUNCTIONS OF
NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY (NAMALA)
WASHINGTON, DC**

MISSION

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

FUNCTIONS

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/supervised release by the NC&PB.
2. Validates appellate leave status for renewal of military identification cards and other entitlements.
3. Provides information as necessary about members on appellate leave and parole/supervised release to:
 - a. The Appellate Courts.
 - b. The Naval Clemency and Parole Board.
 - c. Members on appellate leave.
 - d. Members on parole/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.

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7. Receives and acts as central repository for the original service/health records of naval appellants and parolees/supervised releasees.
8. Identifies those naval members on appellate leave who have a qualified military offense (QMO) conviction which requires collection and processing of a DNA sample, but whose DNA sample has not been collected; taking necessary steps to resolve the collection requirement.
9. Performs other functions and tasks as may be directed by higher authority.