



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

BUPERSINST 5450.45F
BUPERS-05
30 Nov 2021

BUPERS INSTRUCTION 5450.45F

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). Major revision updates the instruction to clarify that NAMALA monitors the status of both Navy and Marine Corps members assigned to appellate leave and members that are assigned parole and mandatory supervised release.

2. Cancellation. BUPERSINST 5450.45E.

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

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 and format, will be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of September 2019.
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.



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

7. Receives and acts as the central repository for the original service and health records of assigned appellants and parolees and supervised releasees.
8. Identifies those 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, 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 the Uniform Code of Military Justice, Article 64.
10. Performs other functions and tasks as may be directed by higher authority.