



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
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From: Commander, Navy Personnel Command (PERS-00D)
To: Distribution

Subj: ESTABLISHMENT OF A SENTENCE COMPUTATION REVIEW BOARD (SCRB)

Ref: (a) DoD 1325.7-M, Change 2 of 9 Mar 07
(b) CNPC ltr 1640 Ser 00D/026 of 9 Feb 10 (Subj: Ex Post Facto Good Conduct Time Analysis)
(c) SECNAVINST 1640.9C of 3 Jan 06
(d) CNPC ltr 1640 Ser 68B/002 of 4 Jan 05 (Subj: Sentence Computation ICO Summary Courts-Martial)

1. Purpose. To establish a Sentence Computation Review Board (SCRB) at Navy post-trial shore brigs tasked with the continuing review and accuracy of prisoner sentence computations per references (a) through (d).

2. Background

a. The integrity of the naval corrections program is based, in part, on the timely, accurate and lawful release of prisoners from confinement. There are many factors that influence sentence computation and each brig commanding officer (CO) and officer-in-charge (OIC) must ensure strict adherence to the provisions of references (a) through (d).

b. The use of the Corrections Management Information System (CORMIS) is a valuable and mandated tool to capture and document correctional information. However, errors associated with data entry are easily missed when CORMIS sentence computation results are accepted at face value and without verification. In order to ensure an error-free sentence computation and release determination, management controls must be established requiring trained staff to manage and oversee this critical correctional process.

3. Action

a. Brig COs/OICs shall establish a SCRБ, tasked with the review and accuracy of prisoner sentence computations per references (a) through (d).

b. The SCRБ shall consist of not less than three members, appointed in writing by the brig CO/OIC, chaired by the Technical Director/Technical Advisor or Assistant OIC, as applicable. One member shall be from the Operations Department and the third member shall be from the Parole and Release Department, or a programs billet if a waterfront brig. Alternates shall be selected to support SCRБ member absences.

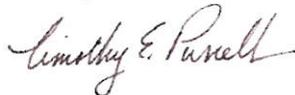
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c. All individual actions that impact on sentence computation, from confinement to release, to include clemency and parole board actions, shall be brought to the attention of the SCRБ which shall convene as necessary to review the computations and ensure accurate CORMIS reporting in a timely manner. As part of the review, the SCRБ shall closely attend to cases where: offense(s) were committed prior to 1 January 2005 to associate appropriate the good conduct time rate of earning; the person may have crossed the international dateline; and whether a losing facility properly documented transfer information. A prisoner's sentence computation review shall be documented on DD Form 2710-1, Prisoner Sentence Computation, of which the current version shall be uploaded into CORMIS.

d. Brig COs/OICs shall publish local standard operating procedures (SOP) governing the SCRБ process. Procedures shall include the provision that all CORMIS entries that influence sentence computation shall be reviewed by two people, not just the data entry person.

e. Discrepancies between CORMIS and manual computations, or policy recommendations, shall be brought to the attention of PERS-00D for resolve.

4. Point of Contact. Point of contact is the undersigned, available at (901) 874-4452, timothy.purcell1@navy.mil.



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