



DEPARTMENT OF THE NAVY
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From: Deputy Director, Navy Corrections and Programs (N135E)
To: Distribution

Subj: MIGRATION TO AN ELECTRONIC NAVAL CLEMENCY AND SUPERVISED
RELEASE REVIEW PROCESS VIA THE CORRECTIONS MANAGEMENT
INFORMATION SYSTEM (CORMIS)

Ref: (a) SECNAVINST 5815.3J, 12 Jun 03
(b) SECNAVINST 1640.9C, 3 Jan 06
(c) BUPERS ltr 1640 Ser 135E/118 of 6 Jul 09
(d) SECNAV M-5210.1, Department of the Navy Records Management
Program, Records Management Manual

1. Purpose. To implement a clemency and supervised release review process for naval offenders in confinement via the Corrections Management Information System (CORMIS), consistent with the provisions of references (a), (b) and (c).

2. Background

a. Reference (a), Department of the Navy (DON) Clemency and Parole Systems, provides policy and procedures governing clemency and supervised release (i.e., parole and mandatory supervised release) of selected court-martialed offenders who were subject to the authority of the Secretary of the Navy at the time of their offenses.

b. Reference (b), DON Corrections Manual, directs use of CORMIS within naval brigs. Where CORMIS will automatically update corrections files, manual requirements are to be eliminated.

c. Per reference (c), Expanded Use of CORMIS, all Navy shore brigs, the Navy and Marine Corps Appellate Leave Activity (NAMALA), and the Navy Absentee Collection and Information Center (NACIC) shall ensure critical documents (e.g., confinement, release and legal [IRO actions, report of results of trial, convening authority action, supplemental court-martial orders, clemency and parole, DD-553/616, etc.] are scanned and attached within CORMIS. Disposition of paper records shall continue to be processed and managed per references (b) and (d).

d. CORMIS now has the capability of adding attachments in a simple and secure manner to case records and the opportunity for an electronic prisoner record and information sharing can be capitalized upon. Acquisition and installation of scanning equipment, capable of scanning documents to portable document format ("PDF") and the "JPEG" image coding standard, is complete within the Navy and Marine Corps

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corrections systems. Benefits to be achieved by scanning and attaching files as images are several: reduced storage space required for paper files, reduced manpower required to manage the storage of paper files, and simultaneous, easy access by multiple remotely located users to stored documents in a consolidated prisoner record.

e. CORMIS also has the capability to document and archive case disposition from Service Clemency and Parole Boards (C&PB). With two-way data exchange between briggs and Service C&PBs, the opportunity exists to allow for the electronic submission of command clemency and supervised release recommendations and related case disposition from Service C&PBs.

f. Associated training for these additional capabilities are located in the CORMIS help module. Also, schedules for initial formalized training sessions shall be published on the Corrections and Programs website.

g. This letter implements the clemency and supervised release review process for naval offenders in confinement via the CORMIS, consistent with the cooperation and expectations of the Naval C&PB (NC&PB) per reference (a).

3. Policy. Shore brig commanders shall use CORMIS for electronic submission of command clemency and supervised release recommendations. In turn, the NC&PB will receive the case submission and provide disposition via CORMIS. All associated attachments shall be scanned and uploaded into CORMIS. Submission of related packages by mail is no longer required.

4. Procedures. The following procedures are applicable:

a. Brig commanders will:

(1) Ensure appropriate and sufficient scanning equipment and software is available to brig staff to scan and attach review package contents in .pdf format to CORMIS.

(2) Use the established functional mailbox (brig.name@navy.mil) via the Navy and Marine Corps Intranet (NMCI) for receipt of CORMIS generated alerts and Service board findings.

(3) Ensure brig staff is fully trained and cognizant of the procedure to create and attach electronic review packages to CORMIS.

(4) Require full use of CORMIS Clemency and Supervised Release module, and brig Disposition Board data is input in a timely manner prior to the scheduled Service board date.

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(5) Input facility command recommendation data (date, recommendation checkbox (check if positive/uncheck if negative), and optional remarks) in a timely manner after brig Disposition Board completion alert is received.

(6) Use CORMIS in a timely manner to approve/review (with date) all Disciplinary Reports to enable CORMIS to provide electronic notice to NC&PB of infractions and resolutions as appropriate.

(7) Ensure NC&PB findings and associated letter (when provided by NC&PB) are provided to the reviewed prisoner.

b. Naval Clemency and Parole Board will:

(1) Upon the receipt of a weekly auto-generated email notification, retrieve review packages and waivers from CORMIS.

(2) Input all data elements in the CORMIS Service C&PB section of the Clemency and Supervised Release module to include: the action date, selection of approval/disapproval, package received date (optional), next scheduled board date, and optional remarks as well as Service Secretary Action if any.

(3) Attach letter to the prisoner as appropriate.

(4) Coordinate with N135E or PSL Corrections, as applicable, to evaluate the process and determine CORMIS program modifications.

5. Action. Shore brig commanders are to implement this policy upon receipt.

6. Applicability. This guidance applies to all Navy shore brigs that submit clemency and/or supervised release packages for review to NC&PB.



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