



DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND
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1640
Ser 68B/150
30 Jun 04

From: Commander, Navy Personnel Command (PERS-68)
To: Distribution

Subj: POLICY ON RETENTION AND DISPOSITION OF PRISONER FILES AND
RECORDS UPON RELEASE TO PAROLE AND MANDATORY SUPERVISED
RELEASE

Ref: (a) DODI 1325.7, Administration of Military Correctional
Facilities and Clemency and Parole Authority,
17 Jul 01 (Incorporating Change 1, 10 Jun 03)
(b) DCNP ltr 1640 Ser 84B/171 of 2 Jul 03, Mandatory
Supervised Release (MSR)
(c) SECNAVINST 1640.9B, Department of the Navy
Corrections Manual, 2 Dec 96
(d) SECNAVINST 5212.5D, Navy and Marine Corps Records
Disposition Manual, 22 Apr 98
(e) SECNAVINST 5815.3J, Department of the Navy Clemency
and Parole Systems, 12 Jun 03
(f) MILPERSMAN 1050-310 (Appellate Leave)

1. Purpose. To provide Navy shore brigs with guidance on retention and disposition of prisoner files and records upon release to parole or mandatory supervised release (MSR). Unless otherwise noted, the term "supervised release" hereafter refers to both parole and MSR.

2. Background. Implementation of MSR per references (a) and (b) comes at a time when the United States Disciplinary Barracks (USDB), Fort Leavenworth, KS can no longer centrally manage the parole program for the DOD, much less assume total responsibility for MSR, as bed space at the "new" DB is significantly reduced from historical levels and the facility is consistently operating at maximum capacity. Given added variables, such as site-specific programming at the Naval Consolidated Brigs (NAVCONBRIGs) and integration of services within the DOD corrections system, it is appropriate to ensure management of prisoner files and records so as to ensure proper availability for administration and management of supervised release violators.

3. Policy

a. Prisoner files and records per article 8103 of reference (c) shall be retained on prisoners released to parole or MSR by ashore brigs for two years beyond expiration of parole or MSR and subsequently forwarded to the applicable Federal Records Center (FRC) per SSIC 1640.2 of reference (d).

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b. Service/health records of sailors released to parole or MSR via involuntary appellate leave shall be forwarded to the Navy and Marine Corps Appellate Leave Activity (NAMALA) per article 517.j of reference (e). In cases of voluntary leave, service/health records of sailors released to parole or MSR shall be forwarded to the appropriate transient personnel unit, naval station, or naval air station for tracking and appellate leave processing per reference (f).

c. The services' medical and personnel records will be distributed to the member's servicing personnel activity as in the past.

4. Applicability. This policy on personnel files and records disposition applies throughout the Navy shore corrections system and is applicable to all eligible prisoners, regardless of Service affiliation.

5. Implementation. This policy shall be implemented immediately. Further, the above policy and guidelines shall be coordinated for inclusion in the next change to reference (c) and (d). As an interim measure, a file copy of this letter shall be retained with reference (c).

6. The point of contact for further information is Mr. Tim Purcell, PERS-68B, at (901) 874-4452, DSN: 882, email: timothy.purcell1@navy.mil.


W. E. PECK
By direction

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