



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

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9 Apr 09

BUPERS INSTRUCTION 5450.45D CHANGE TRANSMITTAL 1

From: Chief of Naval Personnel

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

Encl: (1) Revised enclosure (1)

1. Purpose. To transmit new enclosure (1) which adds the word mandatory throughout, two activities as "other interested parties", and new paragraph 9.

2. Action. Remove enclosure (1) of the basic instruction and replace with enclosure (1) of this change transmittal.

A handwritten signature in black ink, appearing to read "D. P. Quinn", is positioned above the typed name.

D. P. QUINN
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 mandatory 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 mandatory appellate leave while awaiting results of appellate review and for members assigned to parole/supervised release by the NC&PB.
2. Validates mandatory appellate leave status for renewal of military identification cards and other entitlements.
3. Provides information as necessary about members on mandatory appellate leave and parole/supervised release to:
 - a. The Appellate Courts.
 - b. The Naval Clemency and Parole Board.
 - c. Members on mandatory appellate leave.
 - d. Members on parole/supervised release.
 - e. Other interested parties (i.e., Naval Criminal Investigative Service, naval commanders).
4. Discharges appellants 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.

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 mandatory 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 their case from appellate review, transfer appellant back to the convening authority for action per Uniform Code of Military Justice, article 64.
10. Performs other functions and tasks as may be directed by higher authority.