From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY CLEMENCY AND PAROLE SYSTEMS

Ref: (a) DoD Instruction 1325.07 of 11 March 2013
(b) SECNAV M-5815.1
(c) SECNAV M-5214.1

1. Purpose. Per reference (a), this instruction sets forth policy and responsibilities for the implementation of systems of clemency, parole, Mandatory Supervised Release (MSR), and retention and enlistment of selected court-martialed offenders who were subject to the authority of the Secretary of the Navy (SECNAV) at the time of their offenses. Implementation of this instruction is provided in reference (b).

2. Cancellation. SECNAVINST 5815.3J.

3. Applicability. This instruction applies to the Offices of SECNAV, the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), all U.S. Navy, and U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the Department of the Navy (DON).

4. Policy. This instruction dictates the establishment and execution of the Naval Clemency and Parole Systems manual. The manual prescribes the statutory authority for SECNAV to establish systems for clemency and parole to ensure uniformity and equality in the administration of justice and guarantee that the best interests of society, both military and civilian, and the individual are served.

5. Responsibilities. Authority is vested in the Naval Clemency and Parole Board (NC&PB), an administrative activity within the DON assigned to the SECNAV Council of Review Boards, to review cases eligible for clemency, parole, and MSR, and to take final departmental action or make recommendations in such matters in accordance with the provisions of this instruction and the
corresponding manual. The CNO and CMC will provide members for the NC&PB in accordance with this instruction.

6. Records Management

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx.

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

7. Forms


   b. FBI I-12 (Rev. 09-08-15)(SEP 99), Flash/Cancellation Notice, located in Chapter 6 of reference (b), is available for download on the Federal Bureau of Investigation (FBI) website: https://forms.fbi.gov/cjis-fingerprinting-supply-requisition-form.

8. Information Management Control. The reporting requirements contained in reference (b) are exempt from information collection control, per reference (c), Part IV, paragraph 7n.

Distribution:
Electronic only, via Department of the Navy Issuances website https://secnav.navy.mil/doni.