**DEPARTMENT OF THE NAVY**
SECRETARY OF THE NAVY COUNCIL OF REVIEW BOARDS
720 KENNON STREET SE RM 309
WASHINGTON NAVY YARD DC 20374-5023

IN REPLY REFER TO
5815
NC&PB
2 DEC 09

From: Executive Secretary, Naval Clemency and Parole Board (NC&PB)

Subj: REQUIRED INFORMATION FOR PROBATION OFFICERS SUPERVISING NAVY, MARINE CORPS AND COAST GUARD MEMBERS

Encl:
(1) NC&PB Mission Statement
(2) NC&PB Information Sheet
(3) Frequently Asked Questions
(4) Annual Clemency/Progress Update Submission Requirements
(5) Inmate Restoration/Return to Duty, Clemency and Parole Statement/Waiver Form
(6) Annual Supervision Reports Parole Form F-3 (Rev.11/91)

1. Military members who have been convicted within the military criminal justice system and are subsequently confined are routinely released from a military prison through parole and supervised release. The agreement between the Department of Defense (DOD) and the Office of Probation and Pretrial Services of the Administrative Office of the United States Courts outlines the basic responsibilities of the Office of Probation pertaining to release of prisoners from military correctional facilities. The NC&PB's philosophy is to parole offenders that need a successful transition back into society.

2. The information contained in enclosures (1) through (6) are necessary to assist in our requirement to monitor supervision. Military members are rare to most probation officers and for many of you, this may be your first.

3. Parole and Mandatory Supervised Release (MSR) programs are virtually the same supervised programs that both require annual updates, rights at violation hearings/investigations and stipulations and conditions. Inmates on supervision serve until their full term release date.

4. The Naval Clemency and Parole Board is required to review each case annually for clemency and parole progress until a parolee reaches his/hers Full Term Date.

5. There is an ever alarming increase of sex offenders and sex offenders against children being released back into your communities that require supervision, treatment and a sound structured foundation for success. A few USPO's and districts have, prior to the Adam Walsh Act, refused to accept these types for supervision. It must be very clear without your superb supervision, these offenders will be released back into your communities. These offenders are and will be threats to your communities.

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6. There is a significant difference between managing military supervisees and your "normal clientele". Military offenders, the judicial process was complete when they were convicted at court-martial, and particularly when appellate review is completed. The NC&PB is responsible for making all decisions on its cases including imposing additional stipulations/conditions of supervision, issuing letter of warnings or reprimands, suspending supervision, conducting revocation hearings, yearly (required) clemency and parole progress reviews.

7. All violations of supervision must be immediately reported to the NC&PB for determination. We encourage and desire USPO’s to notify us as soon as it happens. One of our challenges has been last minute reporting of violation(s). Regardless of the timelines you must report all violations as soon as they happen. A normal time for a action turn around is about 24 hours after submission, to include arrest warrants issued, violators returned to confinement awaiting the revocation hearing, letter of warnings/reprimands and suspension on supervision.

8. Please review all contents of this information package for submission requirements. It is of the upmost importance that we establish great communication between our offices.

9. If you have any questions concerning Navy, Marine, or Coast Guard Personnel under your supervision please do not hesitate to call me at (202)685-6632 (Work) or contact me by E-mail: NCPBmailbox@navy.mil . If you are in need to contact me after hours and or during weekends, contact me at (202)590-0326 (Cell).

R. R. LAMOUREUX