## ANNUAL CLEMENCY/PROGRESS UPDATE SUBMISSION REQUIREMENTS

The Secretary of the Navy is empowered by public law to establish administrative systems of clemency for Naval service parolees. The Naval Clemency and Parole Board administers these systems by reviewing all parolees cases, to begin within 30 days of the 1-year anniversary of the parole release date until the expiration date of their sentence.

**Requirements.** In order for the parolee to have their clemency review, a report (Parole Form F-3) will be submitted to the NC&PB by their supervising probation officer at least 90 days prior to anniversary. The report should outline whether or not the parolee is in compliance with their conditions along with any recommendations. If the parolee opts against their review, a waiver (DD Form 2715-3) or equivalent must be sent in the reports place. The waiver should be signed by parolee and witnessed by parolee's supervising probation officer.

**Submission.** Corresponding reports can be submitted by mail, fax or email. You can mail the reports to:

**SECRETARY OF THE NAVY COUNCIL OF REVIEW BOARDS**
**Naval Clemency & Parole Board**
**720 Kennon St SE, RM 309**
**Washington Navy Yard**
**Washington, D.C. 20374-5023**

Fax correspondence can be sent to 202-685-6629. E-mail correspondence can be sent to NCPBmailbox@navy.mil . Any questions pertaining to the Department of the NC&PB's parole system can be directed to administrative section at 202-685-6338 or 202-685-6452. Internet inquiries soliciting general information about NC&PB should be directed to the following website:

http://www.donhq.navy.mil/corb/ncpbmainpage.htm

Enclosure 5: DD Form 2715-3 -- Clemency Statement

Enclosure 6: Parole Form F-3 -- Supervision Report