



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

5800
Ser 841/027
6 Jun 03

From: Commander, Navy Personnel Command (PERS-84)
To: Commanding Officer, NAVCONBRIG Charleston
Commanding Officer, NAVCONBRIG Miramar

Subj: PROCEDURES FOR VOLUNTARY FORFEITURE OF GOOD CONDUCT TIME
(GCT) TO COMPLETE OFFENSE-SPECIFIC TREATMENT OR FOR OTHER
GOOD CAUSE

Ref: (a) SECNAVINST 1640.9B

1. The following policy and procedures are established where prisoners elect to voluntarily forfeit their earned GCT in order to complete offense-specific treatment or for other good cause.

a. Treatment Completion

(1) Prisoners shall not be enrolled in offense-specific treatment programs unless they meet established criteria, including length of time remaining to be served on their sentence.

(2) If a prisoner can meet 'remaining sentence length' requirements only by voluntarily forfeiting GCT, he/she may submit the request to PERS-84 via the chain of command. The prisoner's signed request shall include documentation from legal counsel stating the prisoner was apprised of the legal implications of the request and is willing to comply with program requirements. Forfeiture of excessive GCT beyond that required for program completion and out-processing will not be approved by PERS-84.

(3) Endorsement by the facility commanding officer shall identify the start and completion dates of the treatment program, number of days of GCT that need to be forfeited in order to complete the program and process out of confinement (usually 2-3 work days), and any standing earned time (ET) or GCT/ET forfeitures to include amounts under suspension. The endorsements shall include copies to the prisoner's legal counsel, convening authority, and Trial Services Office.

(4) Upon GCT forfeiture approval by PERS-84, routine reviews of GCT (not less than quarterly) shall be conducted and

Subj: PROCEDURES FOR VOLUNTARY FORFEITURE OF GOOD CONDUCT TIME
(GCT) TO COMPLETE OFFENSE-SPECIFIC TREATMENT OR FOR OTHER
GOOD CAUSE

annotated within the prisoner file. These can be completed by the prisoner's counselor or case manager. The review is to monitor the prisoner's progress and release date, and ensure the continued validity of the request.

(5) If there is any interference with program completion (further loss of GCT, poor performance, etc.), PERS-84 shall be notified immediately and a case review conducted.

b. Good Cause. Requests by prisoners to voluntarily forfeit GCT for good cause other than to complete offense-specific treatment shall also be submitted to PERS-84 following the above procedures and include full justification.

2. The above policy and procedures shall be coordinated for inclusion in the next change to reference (a). As an interim measure, a file copy of this letter shall be retained with reference (a).

3. Point of contact on this matter is Ms. Jeanmarie Mangindin, PERS-841, (901)-874-4689, DSN: 882-4689, e-mail: jeanmarie.mangingin@navy.mil.


W. F. PECK
By direction

Copy to:
COMPACFLT (N16)
COMLANTFLT(N16)