

**SENTENCE COMPUTATION CHECKLIST**

**SENTENCE COMPUTATION CHECKLIST**

Name: \_\_\_\_\_ Reg. No. \_\_\_\_\_

**Y/N or N/A**

- Jail Credit/Date of Offense Properly documented and filed?
- Presentence Report is in the File. All periods of official detention (SRA sentence), or suspected periods of official detention, between the date of the federal offense and the date of sentence commencement, which are reflected in the presentence report or other records maintained in the J&C File, have been identified, investigated and documented in the J&C File. Prior custody credit has been awarded or disallowed consistent with the CCCA Manual.
- Documentation reflected in the J&C File regarding "old law" jail time credit has been reviewed and investigated. Jail time credit has been applied or denied consistent with the Bureau's jail time policy.
- J&C Certified with Court Seal?
- J&C Order/USPC Warrant Executed?
- Name on SENTRY the same as on the J&C?
- Is there a full set of fingerprints on file for this commitment?
- Is FBI Fingerprint Card correctly filled out; including scars, marks, and tattoos?
- Has excess material been purged from the file?
- If a new computation, are there two sets of signatures and dates on the computation?
- Is the CIM white card in place?
- Have the offense/detainer remarks been updated and on SENTRY?
- If this case cannot be automatically calculated, is a manual BP-380 in the file?
- Does this prisoner have a committed fine?  If so, has a BP-397 been prepared and sent to the Commissary?
- Does the inmate have any consecutive, non-aggregated federal sentences?  If so, is there verification in the record?
- Have there been any modifications to the original sentence?  If so, is there verification in the record?  Has the sentence been recomputed?
- Has a BP-394 been used to lodge any detainers?  If not, has this now been completed?
- If the inmate has a detainer processed under the IAD, has a BP-235 been executed to advise the inmate of the detainer?  
 If not, has this now been accomplished?
- Has the "GO" or redesignation teletype been placed in the file?
- If a transfer case, has the computation been audited and is the appropriate audit signature and date on the computation?
- Does the BP-332 (5.1) been properly filed, have an updated label attached, and a photograph?
- If a transfer case, has the transfer order been executed?

- \_\_\_ As applicable, and as related to good time actions, is the BP-390 (EGT recommendation), the BP-448 (GCT Notice), the FPI-96 (IGT) forms, BP-389 (SGT Notice) been used and properly notated/executed/and shown on the Good Time Record?
- \_\_\_ Has EGT been properly awarded?
- \_\_\_ If a transfer, has a right thumbprint (only) been taken on the FBI Fingerprint Card and is it properly completed, including scars, marks, and tattoos?
- \_\_\_ Is the latest SENTRY Good Time Record placed in the file?
- \_\_\_ If a transfer (old law), has the inmate been taken out of any EGT earning status as of the date of arrival?
- \_\_\_ If an SRA sentence, has any GCT award been posted within policy constraints?
- \_\_\_ If this case is a parole violator (old law), is the rate of SGT correct? \_\_\_ If this is an SPT Violator, is the SGT rate correct (original term + SPT term)?
- \_\_\_ If applicable (old law), has any presumptive or effective parole date been recorded in SENTRY? \_\_\_ Is a copy of the Notice of Action in the file?
- \_\_\_ Is all of the J&C documentation filed consistent with the ISM Manual?

Sentence Computed by

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Printed Name	/	Title	/	Signature
Date				

Sentence Audited by

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Printed Name	/	Title	/	Signature
Date				