

ODNMS User's Guide



Headquarters Marine Corps

Judge Advocate Division

Updated January 2014

ODNMS

- The Officer Disciplinary Notebook Management System (ODNMS) is an internet-based database for reporting and tracking open officer misconduct and substandard performance cases.
- All SJAs will use the ODNMS to input and track officer misconduct and substandard performance cases.

ODNMS – SJA RESPONSIBILITIES

- Input new cases
- Input real-time updates of significant events for existing cases
 - *E.g.*: the signing of recommendations, reports, or endorsements; new allegations of misconduct; pre-trial confinement; the preferral, referral, withdrawal, or dismissal of charges; acceptance of NJP; the delay or conclusion of a court-martial, BOI, or civilian court proceeding; and a finding that misconduct did not occur.
- Update and certify each case pending the SJA's review by the 20th of each month
- Track every case under the SJA's cognizance until the case is closed (this includes Navy cases routed to NAVPERS)

ACCESSING THE ODNMS

Quick Guide
for Beta Test



Computer



Recycle Bin



ODN Portal

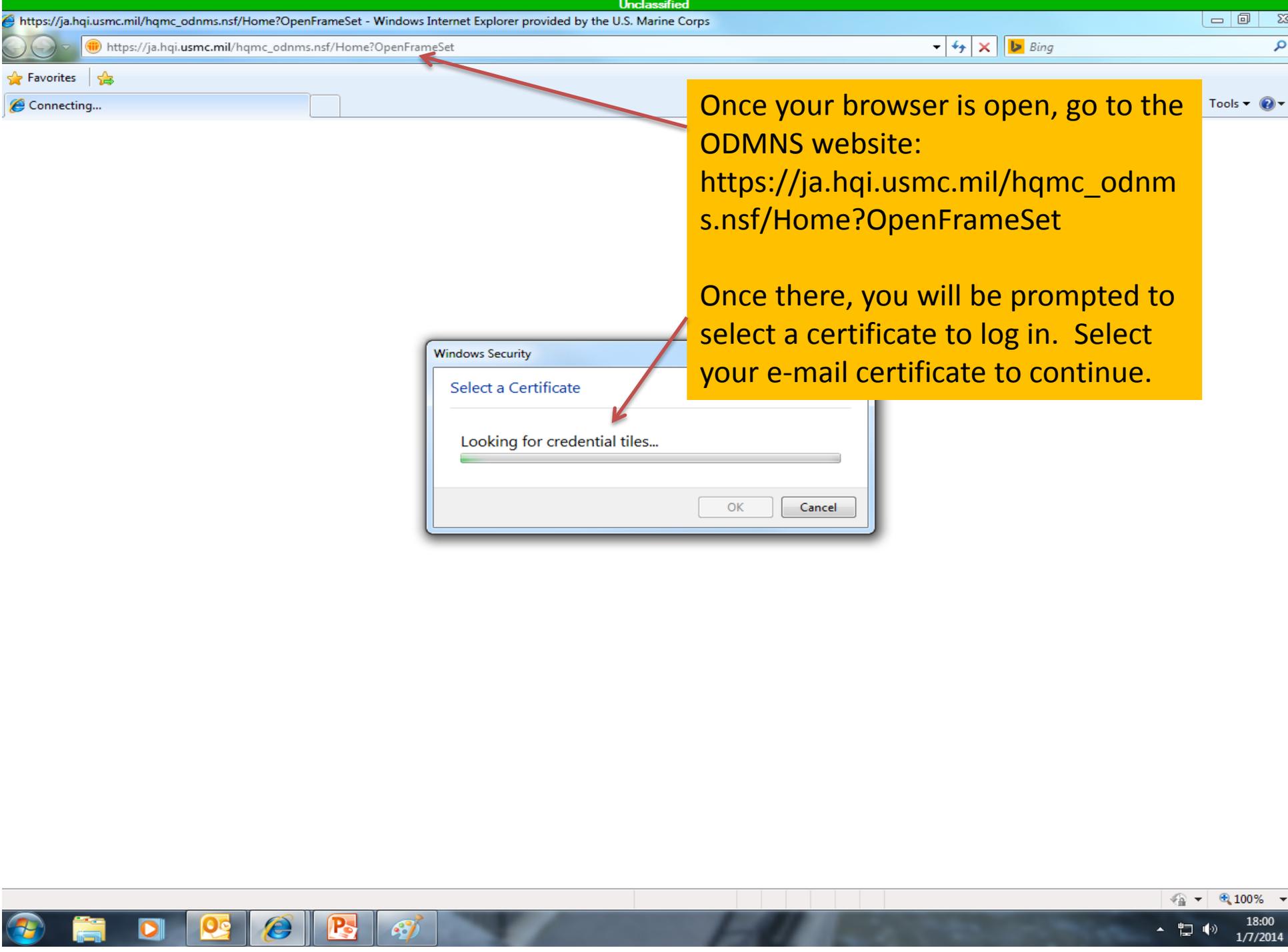


SJA



Begin by opening your
internet browser.

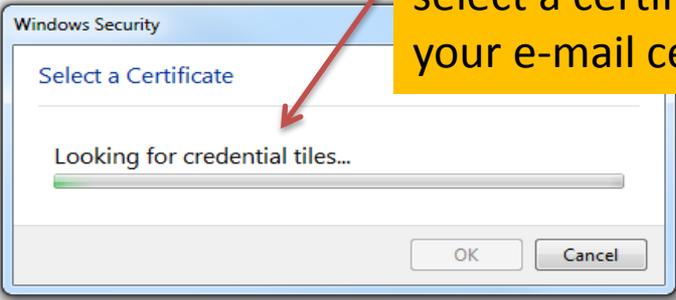




Once your browser is open, go to the ODMNS website:

https://ja.hqi.usmc.mil/hqmc_odnms.nsf/Home?OpenFrameSet

Once there, you will be prompted to select a certificate to log in. Select your e-mail certificate to continue.



Once prompted, enter your user name and password.

Windows Security

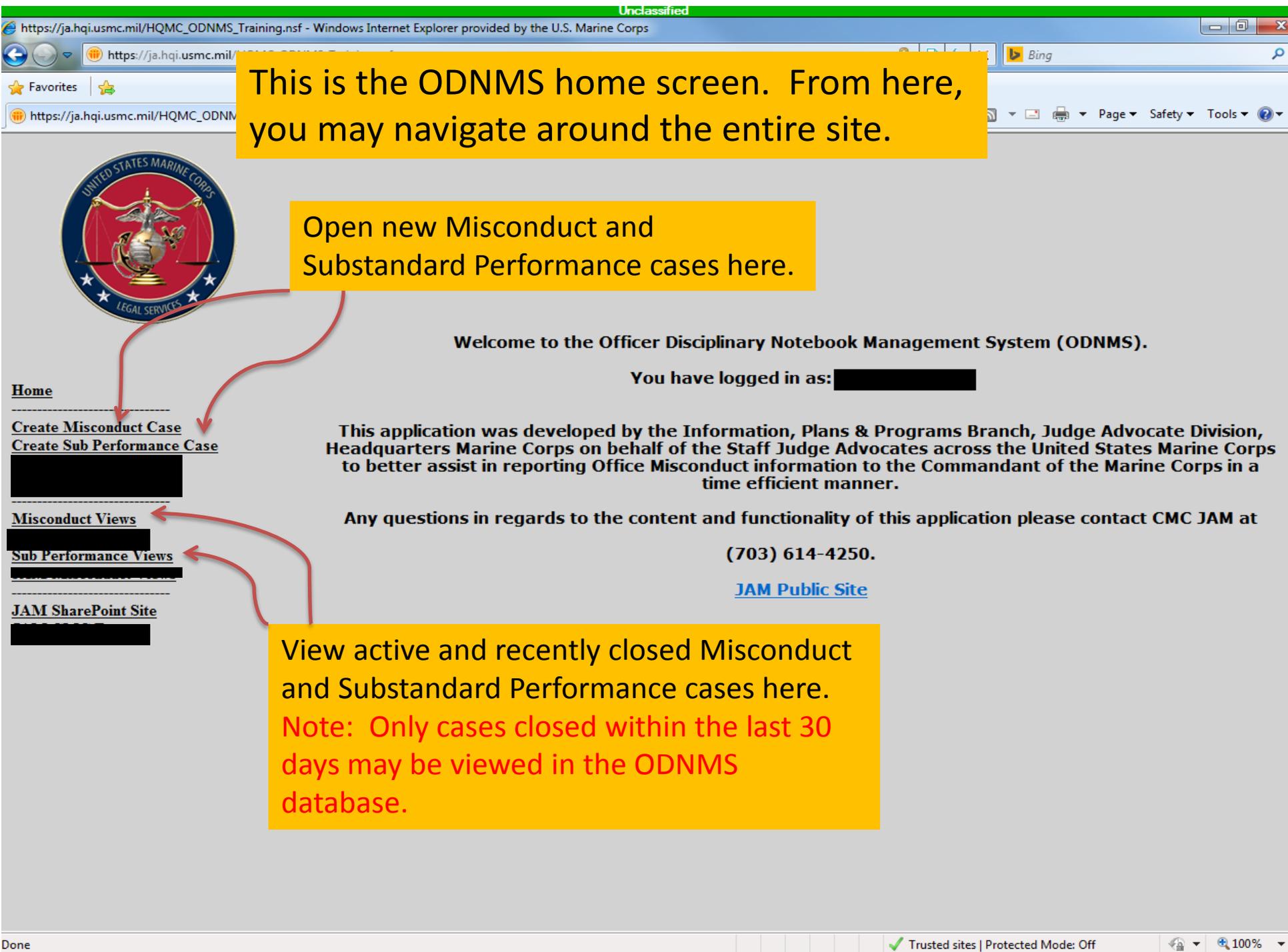
The server ja.hqi.usmc.mil at / requires a username and password.

 User name

Password

Remember my credentials

OK Cancel



This is the ODNMS home screen. From here, you may navigate around the entire site.

Open new Misconduct and Substandard Performance cases here.

Welcome to the Officer Disciplinary Notebook Management System (ODNMS).

You have logged in as: [REDACTED]

This application was developed by the Information, Plans & Programs Branch, Judge Advocate Division, Headquarters Marine Corps on behalf of the Staff Judge Advocates across the United States Marine Corps to better assist in reporting Office Misconduct information to the Commandant of the Marine Corps in a time efficient manner.

Any questions in regards to the content and functionality of this application please contact CMC JAM at (703) 614-4250.

[JAM Public Site](#)

- [Home](#)
- [Create Misconduct Case](#)
- [Create Sub Performance Case](#)
- [Misconduct Views](#)
- [Sub Performance Views](#)
- [JAM SharePoint Site](#)

View active and recently closed Misconduct and Substandard Performance cases here.
Note: Only cases closed within the last 30 days may be viewed in the ODNMS database.

INPUTTING NEW MISCONDUCT CASES INTO THE ODNMS

(substandard performance cases will be addressed later)



Welcome to the Officer Disciplinary Notebook Management System (ODNMS).

You have logged in as: [REDACTED]

Home

- Create Misconduct Case**
- Create Sub Performance Case**

Misconduct Views

Sub Performance Views

JAM SharePoint Site

This application was developed by the Information, Plans & Programs Branch, Judge Advocate Division, Headquarters Marine Corps on behalf of the Staff Judge Advocates across the United States Marine Corps to better assist in reporting Office Misconduct information to the Commandant of the Marine Corps in a time efficient manner.

Any questions in regards to the content and functionality of this application please contact CMC JAM at

(703) 614-4250.

[JAM Public Site](#)

In order to create a new misconduct case, select "Create Misconduct Case."



- Home
- Create Misconduct Case
- Create Sub Performance Case
- Misconduct Views
- Sub Performance Views
- JAM SharePoint Site

This app
Headqu
to bett
Any qu

A new window will open to submit all of the relevant case information.

https://ja.hqi.usmc.mil/HQMC_ODNMS_Training.nsf/Officer%20Form?OpenForm - Windows Internet Explorer provided by ...

https://ja.hqi.usmc.mil/HQMC_ODNMS_Trainir

New Case

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

** Indicates Required Items*

You are logged in as: [REDACTED]

Date File Created: 01/07/2014
 Created By: [REDACTED]
 Last Modified By: [REDACTED]
 Last Modified: 01/07/2014
 Last Update By Fleet:

Date Accepted: 01/07/2014

Cancel Refresh

Create New Promotion Case

MISCONDUCT CASE

CMC High Visibility Case

High Visibility Case: Yes

Current Case Status* -
 Type of Offense* -
 Offense* -

Additional Offense

Done Trusted sites | Protected Mode: Off 100%

Select to enlarge.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

** Indicates Required Items*

You are logged in as [REDACTED]

Date File Created: 01/07/2014
Created By: [REDACTED]
Last Modified By: [REDACTED]
Last Modified: 01/07/2014
Last Update By Fleet:

Date Accepted: 01/07/2014

Cancel Refresh

Create New Promotion Case

MISCONDUCT CASE

CMC High Visibility Case

High Visibility Case: Yes
Current Case Status* -
Type of Offense* -
Offense* -

Additional Offense
-
-

Note: Once data has been entered and the case has been saved you will not be able make further modifications to this case. Please review all data prior to adding new chronology entries and or saving this document. If you need to make changes please utilize the comments box below and contact CMC JAM at (703) 614-4250.

Allegation:*

Ensure that you have the relevant information to begin inputting the case. You must enter all required items (marked with *) before you save and close the window or you will lose the data.

w Case

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

* Indicates Required Items

You are logged in as:

Date File Created:
Created By:
Last Modified By:
Last Modified:
Last Update By Fleet:

Date Accepted:

Cancel

Refresh

Print

Create New Promotion Case

MISCONDUCT CASE

CMC High Visibility Case

High Visibility Case:

Yes

Current Case Status*

Investigation

Type of Offense*

Alcohol Related

Offense*

DUI

Additional Offense

Drug possession

- Drunk and disorderly
- Drunk on duty
- DUI
- Drug distribution
- Drug manufacture
- Drug possession
- Drug use
- Prescription Drug Abuse
- Adultery
- Bribery
- Cheating
- False official statement
- Fraud
- Injury
- Conduct Unbecoming
- Derelection of duty
- Fraternization
- Orders violation (lawful order/regulation)
- Unauthorized Absence
- Unduly familiar relationship (with civilian)
- Assault/Battery
- Communication of threats
- Disorderly
- Domestic Violence
- Kidnapping
- Manslaughter
- Murder
- Reckless driving
- Robbery

Note: Once data has been entered and

Select the case status and offense type. Input an additional offense if the officer is accused of committing multiple offenses.

Case Status

High Visibility Case:

Yes

Current Case Status*

Investigation

Type of Offense*

-

Offense*

Investigation

Additional Offense

Drug possession

Pre-Disposition Action

Awaiting NJP

Awaiting Military Court

Awaiting Civilian Court

Awaiting BOI

Post Disposition

At CMC(JAM)

At DC M&RA

At Pers-834

At ASN M&RA

Case closed

Note: Once data has been entered and saved, you cannot make further modifications to this case. Please review all chronology entries and on saving this document. If you need to make further modifications, please contact CMC JAM.

Type of Offense

High Visibility Case:

Yes

Current Case Status*

Investigation

Type of Offense*

Alcohol Related

Offense*

-

Additional Offense

Drug possession

Alcohol Related

Drug Offenses

Integrity Offenses

Marital Offenses

Offenses Against a Person

Property Offenses

Sex Offenses Against Adults

Sex Offenses Against Children

Note: Once data has been entered and saved, you cannot make further modifications to this case. Please review all chronology entries and on saving this document. If you need to make further modifications, please contact CMC JAM.

Additional Offense

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

** Indicates Required Items*

You are logged in as:

Date File Created:

Created By:

Last Modified By:

Last Modified:

Last Update By Fleet:

Date Accepted:

Cancel

Refresh

Print

Create New Promotion Case

Check yes for "High Visibility Case" to view the case in the High Visibility view (discussed below).

High Visibility Case:

Yes

Current Case Status*

Investigation

Type of Offense*

Alcohol Related

Offense*

DUI

Additional Offense

Drug possession

-

CMC High Visibility Case

High Visibility Case: Yes

Current Case Status*

Investigation

Type of Offense*

Alcohol Related

Offense*

DUI

Additional Offense

-

-

Note: Once data has been entered and the case has been saved you will not be able make further modifications to this case. Please review all data prior to adding new chronology entries and or saving this document. If you need to make changes please utilize the comments box below and contact CMC JAM at (703) 614-4250.

Allegation:*

On 4 Jul 13, SNO was arrested in Oceanside, CA for DUI by the California Highway Patrol. After failing multiple field sobriety tests, a breathalyzer revealed a BAC of .11. SNO was arrested and released the next day on his own recognizance.

Companion Case:

(Ex: 2ndLt Doe, John J.)

Additional Misconduct:

No

Draft the allegation in the “allegation” block.

Note: Once the new case is saved, only CMC (JAM) has the authority to modify the allegation.

Include the following information in the allegation block:

- Detailed statement of the allegation to include the time, date, and location of the alleged offense.
- The name of the city/county/state/federal law enforcement agency (if law enforcement involved).
- For alcohol related incidents, the officer’s BAC level and whether or not there were injuries to any person or if there was any property damage.

While it is understood that all of the facts may not be immediately available to the command, every effort must be made to provide a robust, detailed account of the allegation.

Enter the name of any officer companion cases

Done

Note: Once data has been entered and the case has been saved you will not be able make further modifications to this case. Please review all data prior to adding new chronology entries and or saving this document. If you need to make changes please utilize the comments box below and contact CMC JAM at (703) 614-4250.

Allegation:*

On 4 Jul 13, SNO was arrested in Oceanside, CA for DUI by the California Highway Patrol. After failing multiple field sobriety tests, a breathalyzer revealed a BAC of .11. SNO was arrested and released the next day on his own recognizance.

The reporting SJA may enter any known previous ODN cases for the officer (leave blank if any previous ODN cases are unknown). CMC (JAM) will also enter any previous cases for the officer.

Companion Case:

Additional Misconduct:

Prior ODN Entry:

Individually add appropriate chronology entries.

Chronology* (Press the Refresh Button to see new entries)

No documents found

*Entries in this section can only be modified by CMC JAM.

Personal Information | [Misconduct Basic Information](#) | [Endorsements & Disposition](#)

Current Date Count	0
Reporting SJA *	<input type="text" value="SJA 1st MarDiv"/>
Last Name*	<input type="text" value="Doe"/>
First Name*	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
Suffix	<input type="text"/>

Chronology

Date of action:

Enter Chronology entry here.

- Selecting the "Add Chronology" box opens a new window.
- Select the date of action, input the desired entry, and select "Save."

Note: Once the chronology entry is saved, only CMC (JAM) has the authority to modify that entry.

*Entries in this section can only be modified by CMC JAM.

Created by:
Date created: 01/09/2014

SJA MCICOM

Marine

Me

0-2

Companion Case: (Ex: 2ndLt Doe, John J.)

Additional Misconduct:

Prior ODN Entry:

Add Chronology

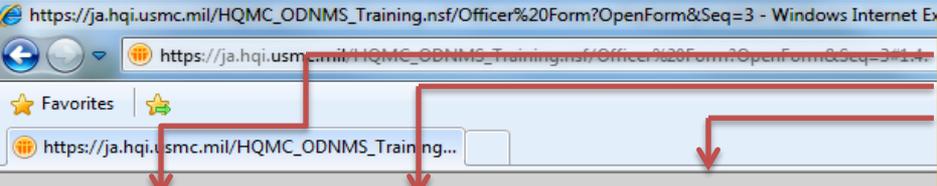
Refresh

Chronology* (Press the Refresh Button to see new entries)

[07/04/2013](#) - Incident occurs.

*Entries in this section can only be modified by CMC JAM.

- Select “Refresh” and the new chronology entry will appear.
- Select “Add Chronology” to create another chronology entry.
- All chronology entries will appear in chronological order.



There are three tabs that contain different types of information. To open a case, complete the required fields under the “personal information” tab. Update the other tabs as the case progresses.

Personal Information | Misconduct Basic Information | Endorsements & Disposition

Current Date Count	0
Reporting SJA *	SJA MARSOC
Last Name *	
First Name *	
Middle Initial	
Suffix	
Grade *	-
EDI-PI	
MOS *	
Command Information	
Alternate Show Cause Authority *	-
Major Subordinate Command *	
Command *	
Unit *	
Sub Unit	
<input type="button" value="Pick Command"/>	
File Number (HQMC Only)	
AFADBD	
If Reservist, leave blank	
Date of Rank *	
Selected For Promotion *	-
Component *	-
Career Status *	-
Education Reimbursement Required:	-
Prior Enlisted *	-
Married *	-
Training Status *	-
Date Misconduct Case Opened in ODNMS *	
Date Of Incident *	
Performance Evaluation Board (PEB) *	-
Alcohol Related *	-

Career Status

- **Probationary:** Commissioned officers on the active duty list with fewer than six years of active commissioned service and Reserve commissioned officers with fewer than six years of commissioned service. Active duty warrant officers (WO) are in a probationary status for three years from the date upon which they receive their warrant for promotion to the grade of WO. Reserve WOs are in a probationary status for six years from the date upon which they receive their warrant for promotion to the grade of WO.
- **Non-Probationary:** All other officers.

Once you have entered all of the required information, **select “Save & Close.”** The case will then be added to “Misconduct Views.”

Only CMC (JAM) has the authority to update many of the fields after the initial entry is saved. Contact CMC (JAM) for any necessary changes.

*Entries in this section can only be modified by CMC JAM.

Personal Information | Misconduct Basic Information | Endorsements & Disposition

Current Date Count	0
Reporting SJA *	SJA MARSOC
Last Name*	Schmuckatelli
First Name*	Jos
Middle Initial	N
Suffix	III
Grade*	O-1
EDI-PI	
MOS*	3301
Command Information	
Alternate Show Cause Authority*	IMEF
Major Subordinate Command*	
Command*	
Unit*	
Sub Unit	
Pick Command	
File Number (HQMC Only)	
AFADBD	
If Reservist, leave blank	
Date of Rank*	
Selected For Promotion*	-
Component*	-
Career Status*	-
Education Reimbursement Required:	-
Prior Enlisted*	-
Married*	-
Training Status*	-
Date Misconduct Case Opened in ODNMS *	
Date Of Incident*	
Performance Evaluation Board (PEB)*	-
Alcohol Related*	-

VIEWING AND UPDATING ACTIVE MISCONDUCT CASES

(substandard performance cases will be addressed later)



Selecting "Misconduct Views" will allow you to view all of the misconduct cases within your purview.
 E.g. I MEF can view all cases for 1st MarDiv and 1st MLG, but 1st MarDiv can only view 1st MarDiv cases and 1st MLG can only view 1st MLG cases.

Misconduct Views

You are logged in as: [REDACTED]

Select View: All Active

Refresh Export this view to Excel

- [Home](#)
- [Create Misconduct Case](#)
- [Create Sub Performance Case](#)
- [Misconduct Views](#)
- [Sub Performance Views](#)
- [JAM SharePoint Site](#)

Name	Component
III MEF	III MHG
III MEF	1st MAW
III MEF	1st MAW
MCCDC	MCB Quantico
III MEF	3d MLG
I MEF	I MHG
MCCDC	WW REGT
MARFORCOM II MHG	
MARFORCOM MCI EAST	
MCCDC	TECOM
MARFORCOM MCSF Reg	
I MEF	MCI WEST
I MEF	1st MarDiv
MARCENT	MARCENT HQ
III MEF	MCIPAC

Offense Type	Date Opened	Date of Incident	Component	Current Status	Date Count	Last Update	Last Certified
Adultery	01/03/2014	12/23/2013	USMC	Investigation	4	01/06/2014	1/6/2014
Adultery	12/30/2013	09/18/2013	USMC	Pre-Disposition Action	8	01/06/2014	1/2/2014
Orders violation (lawful order/regulation)	12/28/2013	12/07/2013	USN	Investigation	10	01/03/2014	1/3/2014
Sexual Assault	12/27/2013	03/14/2013	USMC	Investigation	11	01/03/2014	1/3/2014
Fraud	12/19/2013	11/26/2013	USMC	Pre-Disposition Action	19	01/02/2014	12/19/2013
DUI	12/19/2013	12/14/2013	USMC	Pre-Disposition Action	19	01/02/2014	12/19/2013
Adultery	12/19/2013	11/21/2013	USMC	Investigation	19	01/02/2014	12/19/2013
DUI	12/18/2013	12/15/2013	USMC	Pre-Disposition Action	20	01/03/2014	12/20/2013
DUI	12/18/2013	11/22/2013	USMC	Awaiting NJP	20	01/02/2014	12/18/2013
DUI	12/18/2013	12/08/2013	USMC	Awaiting Civilian Court	20	01/02/2014	12/18/2013
Fraternization	12/17/2013	06/04/2013	USMC	Pre-Disposition Action	21	01/02/2014	12/20/2013
Adultery	12/13/2013	12/09/2013	USN	Investigation	25	01/02/2014	12/18/2013
Sexual Assault	12/13/2013	06/18/2010	USMC	Investigation	25	01/02/2014	12/17/2013
Adultery	12/11/2013	10/07/2013	USMC	Pre-Disposition Action	27	12/16/2013	12/16/2013
Domestic Violence	12/06/2013	09/30/2013	USMC	Pre-Disposition Action	32	12/20/2013	12/20/2013
Conduct Unbecoming	11/29/2013	10/30/2013	USMC	Pre-Disposition Action	39	01/02/2014	1/2/2014
Conduct Unbecoming	11/29/2013	11/17/2013	USMC	Awaiting NJP	39	12/31/2013	12/31/2013
Fraud	11/29/2013	08/28/2013	USMCR	Investigation	39	01/02/2014	1/2/2014
Conduct Unbecoming	11/29/2013	11/22/2013	USN	Investigation	39	12/19/2013	12/19/2013



“Misconduct Views” contains several different views. You may choose to view all active cases, or filter the cases based on the age or visibility of the case.

Misconduct Views

You are logged in as: [redacted]

Change the view by selecting the “Select View” drop down.

Select View: Opened Last 30 Days ▼

- All Active
- High Visibility**
- High Viz w/Allegations & Chronology
- Opened Last 30 Days
- Not Updated in 30 Days
- Closed Last 30 Days

Refresh

- [Home](#)
- [Create Misconduct Case](#)
- [Create Sub Performance Case](#)
- [Misconduct Views](#)
- [Sub Performance Views](#)
- [JAM SharePoint Site](#)

Offense Type	Date of Incident	Current Status
Adultery	01/03/2014	12/23/2013 USMC Investigation
MCCDC MCRD PI-ERR Adultery	12/30/2013	09/18/2013 USMC Pre-Disposition Action
MARFORCOM II MEF FWD Orders violation (lawful order/regulation)	12/28/2013	12/07/2013 USN Investigation
MARFORCOM 2d MAW Sexual Assault	12/27/2013	03/14/2013 USMC Investigation
III MEF III MHG Fraud	12/19/2013	11/26/2013 USMC Pre-Disposition Action
III MEF 1st MAW DUI	12/19/2013	12/14/2013 USMC Pre-Disposition Action
III MEF 1st MAW Adultery	12/19/2013	11/21/2013 USMC Investigation
MCCDC MCB Quantico DUI	12/18/2013	12/15/2013 USMC Pre-Disposition Action
III MEF 3d MLG DUI	12/18/2013	11/22/2013 USMC Awaiting NJP
I MEF I MHG DUI	12/18/2013	12/08/2013 USMC Awaiting Civilian Court
MCCDC WW REGT Fraternalization	12/17/2013	06/04/2013 USMC Pre-Disposition Action
MARFORCOM II MHG Adultery	12/13/2013	12/09/2013 USN Investigation
MARFORCOM MCI EAST Sexual Assault	12/13/2013	06/18/2010 USMC Investigation



The "All Active" view is the default view and contains all of the active misconduct cases within your purview.

Misconduct Views

You are logged in as: [Redacted]

Select View: All Active

Refresh Export this view to Excel

The views may be exported to Excel.

- Home
- Create Misconduct Case
- Create Sub Performance Case
- Misconduct Views
- Sub Performance Views
- JAM SharePoint Site

Name	ASCA	Command	Offense Type	Date Opened	Date of Incident	Component	Current Status	Date Count	Last Update	Last Certified
[Redacted]	MCCDC	MCB Quantico	Adultery	01/03/2014	12/23/2013	USMC	Investigation	4	01/06/2014	1/6/2014
[Redacted]	MCCDC	MCRD PI-ERR	Adultery	12/30/2013	09/18/2013	USMC	Pre-Disposition Action	8	01/06/2014	1/2/2014
[Redacted]	MARFORCOM II	MEF FWD	Orders violation (lawful order/regulation)	12/28/2013	12/07/2013	USN	Investigation	10	01/03/2014	1/3/2014
[Redacted]	MARFORCOM 2d	MAW	Sexual Assault	12/27/2013	03/14/2013	USMC	Investigation	11	01/03/2014	1/3/2014
[Redacted]	III MEF	III MHG	Fraud	12/19/2013	11/26/2013	USMC	Pre-Disposition Action	19	01/02/2014	12/19/2013
[Redacted]	III MEF	1st MAW	DUI	12/19/2013	12/14/2013	USMC	Pre-Disposition Action	19	01/02/2014	12/19/2013
[Redacted]	III MEF	1st MAW	Adultery	12/19/2013	11/21/2013	USMC	Investigation	19	01/02/2014	12/19/2013
[Redacted]	MCCDC	MCB Quantico	DUI	12/18/2013	12/15/2013	USMC	Pre-Disposition Action	20	01/03/2014	12/20/2013
[Redacted]	III MEF	3d MLG	DUI	12/18/2013	11/22/2013	USMC	Awaiting NJP	20	01/02/2014	12/18/2013
[Redacted]	I MEF	I MHG	DUI	12/18/2013	12/08/2013	USMC	Awaiting Civilian Court	20	01/02/2014	12/18/2013
[Redacted]	MCCDC	WW REGT	Fraternization	12/17/2013	06/04/2013	USMC	Pre-Disposition Action	21	01/02/2014	12/20/2013
[Redacted]	MARFORCOM II	MHG	Adultery	12/13/2013	12/09/2013	USN	Investigation	25	01/02/2014	12/18/2013
[Redacted]	MARFORCOM	MCI EAST	Sexual Assault	12/13/2013	06/18/2010	USMC	Investigation	25	01/02/2014	12/17/2013
[Redacted]	MCCDC	TECOM	Adultery	12/11/2013	10/07/2013	USMC	Pre-Disposition Action	27	12/16/2013	12/16/2013
[Redacted]	MARFORCOM	MCSF Reg	Domestic Violence	12/06/2013	09/30/2013	USMC	Pre-Disposition Action	32	12/20/2013	12/20/2013
[Redacted]	I MEF	MCI WEST	Conduct Unbecoming	11/29/2013	10/30/2013	USMC	Pre-Disposition Action	39	01/02/2014	1/2/2014
[Redacted]	I MEF	1st MarDiv	Conduct Unbecoming	11/29/2013	11/17/2013	USMC	Awaiting NJP	39	12/31/2013	12/31/2013
[Redacted]	MARCENT	MARCENT HQ	Fraud	11/29/2013	08/28/2013	USMCR	Investigation	39	01/02/2014	1/2/2014
[Redacted]	III MEF	MCIPAC	Conduct Unbecoming	11/29/2013	11/22/2013	USN	Investigation	39	12/19/2013	12/19/2013

The "All Active" view contains basic information about each case. The cases may be sorted by each of the different headings.

Misconduct Views

You are logged in as: [REDACTED]

Select View: All Active

Refresh Export this view to Excel

- [Home](#)
- [Create Misconduct Case](#)
- [Create Sub Performance Case](#)
- [Misconduct Views](#)
- [Sub Performance Views](#)
- [JAM SharePoint Site](#)

Name	Grade	ASCA	Command	Offense Type	Date Opened	Date of Incident	Component	Current Status	Date Count	Last Update	Last Certified
[REDACTED]	[REDACTED]	MCCDC	MCB Quantico	Adultery	01/03/2014	12/23/2013	USMC	Investigation	4	01/06/2014	1/6/2014
[REDACTED]	[REDACTED]	MCCDC	MCRD PI-ERR	Adultery	12/30/2013	09/18/2013	USMC	Pre-Disposition Action	8	01/06/2014	1/2/2014
[REDACTED]	[REDACTED]	MARFORCOM II	MEF FWD	Orders violation (lawful order/regulation)	12/28/2013	12/07/2013	USN	Investigation	10	01/03/2014	1/3/2014
[REDACTED]	[REDACTED]	MARFORCOM 2d	MAW	Sexual Assault	12/27/2013	03/14/2013	USMC	Investigation	11	01/03/2014	1/3/2014
[REDACTED]	[REDACTED]	III MEF	III MHG	Fraud	12/19/2013	11/26/2013	USMC	Pre-Disposition Action	19	01/02/2014	12/19/2013
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	12/19/2013	12/14/2013	USMC	Pre-Disposition Action	19	01/02/2014	12/19/2013
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	12/19/2013	11/21/2013	USMC	Investigation	19	01/02/2014	12/19/2013
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	12/18/2013	12/15/2013	USMC	Pre-Disposition Action	20	01/03/2014	12/20/2013
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	12/18/2013	11/22/2013	USMC	Awaiting NJP	20	01/02/2014	12/18/2013
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	12/18/2013	12/08/2013	USMC	Awaiting Civilian Court	20	01/02/2014	12/18/2013
[REDACTED]	[REDACTED]	MCCDC	WW REGT	Fraternization	12/17/2013	06/04/2013	USMC	Pre-Disposition Action	21	01/02/2014	12/20/2013
[REDACTED]	[REDACTED]	MARFORCOM II	MHG	Adultery	12/13/2013	12/09/2013	USN	Investigation	25	01/02/2014	12/18/2013
[REDACTED]	[REDACTED]	MARFORCOM	MCI EAST	Sexual Assault	12/13/2013	06/18/2010	USMC	Investigation	25	01/02/2014	12/17/2013
[REDACTED]	[REDACTED]	MCCDC	TECOM	Adultery	12/11/2013	10/07/2013	USMC	Pre-Disposition Action	27	12/16/2013	12/16/2013
[REDACTED]	[REDACTED]	MARFORCOM	MCSF Reg	Domestic Violence	12/06/2013	09/30/2013	USMC	Pre-Disposition Action	32	12/20/2013	12/20/2013
[REDACTED]	[REDACTED]	I MEF	MCI WEST	Conduct Unbecoming	11/29/2013	10/30/2013	USMC	Pre-Disposition Action	39	01/02/2014	1/2/2014
[REDACTED]	[REDACTED]	I MEF	1st MarDiv	Conduct Unbecoming	11/29/2013	11/17/2013	USMC	Awaiting NJP	39	12/31/2013	12/31/2013
[REDACTED]	[REDACTED]	MARCENT	MARCENT HQ	Fraud	11/29/2013	08/28/2013	USMCR	Investigation	39	01/02/2014	1/2/2014
[REDACTED]	[REDACTED]	III MEF	MCIPAC	Conduct Unbecoming	11/29/2013	11/22/2013	USN	Investigation	39	12/19/2013	12/19/2013

Here, the active misconduct cases are sorted by date opened. Selecting the triangle sorts the data under that heading.

Date Accepted:

Cancel

Refresh

Print

Create New Promotion Case

MISCONDUCT CASE

High Visibility Case:

Yes

Current Case Status*

Investigation

Type of Offense*

Alcohol Related

Offense*

DUI

Additional Offense

Cases identified as a High Visibility Cases appear on the "High Visibility" view. This is for the command to readily view specifically identified cases, but does not create any reporting requirements to CMC (JAM).

Misconduct Views

You are logged in as:

Select View: High Visibility

Refresh

Export this view to Excel

Name	Grade	Component	ASCA	Command	Offense Type	Date Opened	Date of Incident	Current Status	Date Count	Last Update
Marine Me	O-2	USMC	MCCDC	MCICOM - MCB Quantico	DUI	12/26/2013	12/25/2013	Investigation	14	01/09/2014

Misconduct Views

You are logged in as: [REDACTED]

Select View: All Active

Refresh

Export this view to Excel

Name	Grade	ASCA	Command	Offense Type	Date Opened	Date of Incident	Component	Current Status	Date Count	Last Update	Last Certified
Marine Me	O-2	MCCDC	MCB Quantico	DUI	12/26/2013	12/25/2013	USMC	Investigation	14	01/09/2014	

To open a specific case, select the officer's name.

Companion Case: (Ex: 2ndLt Doe, John J.)

Additional Misconduct: No ▼

Prior ODN Entry: No ▼

To update, create a new chronology entry.

Chronology* (Press the Refresh Button to see new entries)

12/25/2013 - Incident occurred.

*Entries in this section can only be modified by CMC JAM.

Personal Information | [Misconduct Basic Information](#) | [Endorsements & Disposition](#)

Real-time updates are required for significant events. Such events include, but are not limited to, the signing of recommendations, reports, or endorsements; new allegations of misconduct; pre-trial confinement; the preferral, referral, withdrawal, or dismissal of charges; acceptance of NJP; the delay or conclusion of a court-martial, BOI, or civilian court proceeding; and a finding that misconduct did not occur.

Add Chronology

Refresh

Chronology* (Press the Refresh Button to see new entries)

12/25/2013 - Incident occurred.

*Entries in this section can only be modified by CMC JAM.

Personal Information | **Misconduct Basic Information** | Endorsements & Disposition

Prior ODN Case Number	<input type="text"/>
Jurisdiction	- <input type="text"/>
Investigation Type	- <input type="text"/>
Date Of Report Of Misconduct	<input type="text"/>
Date Of Report Of BOI	<input type="text"/>
Date Of Report Of NJP	<input type="text"/>
Date Of CA's Action (If Case Went To Court-Martial)	<input type="text"/>
Date Of PTSD/TBI Screening	<input type="text"/>

*Entries in this section can only be modified by CMC JAM.

Personal Information | Misconduct Basic Information | **Endorsements & Disposition**

Date Of Receipt Of Report By Alternate Show Cause Authority	<input type="text"/>
Date Of Endorsement By Alternate Show Cause Authority	<input type="text"/>
Date Of Notice To CMC (JAM)	<input type="text"/>
Original Date Of Receipt By CMC (JAM)	<input type="text"/>
Date Of Receipt By CMC (JAM)	<input type="text"/>
Date To DC M&RA	<input type="text"/>
Date From DC M&RA	<input type="text"/>
Date Of Endorsement At DC M&RA If Final Action Is With ASN	<input type="text"/>
Date To ASN	<input type="text"/>
Date From ASN	<input type="text"/>
Date Adverse Matters Forwarded For Inclusion In OMPF	<input type="text"/>
Disposition	- <input type="text"/>
Disposition Type	- <input type="text"/>
Characterization of Service	- <input type="text"/>
Retirement Grade	- <input type="text"/>
Date Adverse Matters Inclusion Verified	<input type="text"/>
Date Closed	<input type="text"/>

As the case progresses, update the “Misconduct Basic Information” and “Endorsements & Disposition” tabs. CMC (JAM) will input most of the information into the “Endorsements & Disposition” tab.

Note: You can only save and close the case from the “Personal Information” tab.

As the case progresses, change the status of the case.

High Visibility Case: Yes

Current Case Status* Investigation

Type of Offense* -

Offense*

Additional Offense

Drug possession

-

Note: Once data has been entered, you cannot make further modifications to the case. You must create a new case if you need to make further modifications. You can use the comments box to provide additional information and contact CMC JAM.

- Investigation
- Pre-Disposition Action
- Awaiting NJP
- Awaiting Military Court
- Awaiting Civilian Court
- Awaiting BOI
- Post Disposition
- At CMC(JAM)
- At DC M&RA
- At Pers-834
- At ASN M&RA
- Case closed

The current status is also reflected in the active cases view.

Misconduct Views

You are logged in as: [Redacted]

Select View: All Active

Refresh Export this view to Excel

Name	Grade	ASCA	Command	Offense Type	Date Opened	Date of Incident	Component	Current Status	Date Count	Last Update	Last Certified
Marine Me	O-2	MCCDC	MCB Quantico	DUI	12/26/2013	12/25/2013	USMC	Investigation	14	01/09/2014	

Misconduct Views

You are logged in as: [Redacted]

Select View: All Active

Refresh Export this view to Excel

Name	Grade	ASCA	Command	Offense Type	Date Opened	Date of Incident	Component	Current Status	Date Count	Last Update	Last Certified
Marine Me	O-2	MCCDC	MCB Quantico	DUI	12/26/2013	12/25/2013	USMC	Awaiting NJP	14	01/09/2014	

CERTIFYING ACTIVE MISCONDUCT CASES

(substandard performance cases will be addressed later)

CERTIFICATION

- Each SJA must update and certify all cases pending their review by the 20th of each month. This requirement is in addition to the real-time updates discussed above. This certification ensures that all cases are reviewed every month, even when there may not be any new developments in a case. When the SJA “certifies” an entry, he/she is endorsing the current case status on behalf of his/her commander and approving the release of the provided information to CMC.
- Do not add a chronology entry of “NSTR” if the case does not have any new developments. Such information is unnecessary if the case is properly certified each month.
 - *E.g.:* If a case is pending an investigation for several months, do not add a chronology that states “NSTR.” The reporting SJA will certify the case. However, if the reporting SJA has significant or substantial information regarding the status/progress of the investigation, they should include that as a chronology entry.
- CMC (JAM) will update and certify all cases pending at CMC (JAM), DC M&RA, and ASN M&RA.

Date Misconduct Case Opened in ODNMS *	12/26/2013
Date Of Incident*	12/25/2013
Performance Evaluation Board (PEB)*	No ▾
Alcohol Related*	Yes ▾
Alcohol Screening	No ▾
Alcohol Treatment Completed	No ▾
Date Alcohol Treatment Completed	

Comments

Open an individual case, scroll to the bottom of the page, and select "Certify" to certify the case. After certifying the case, **select "Save & Close."**

Certification

Certified by:

Date Certified:

Misconduct Views

You are logged in as: [REDACTED]

Select View: All Active

Refresh

Export this view to Excel

Name	Grade	ASCA	Command	Offense Type	Date Opened	Date of Incident	Component	Current Status	Date Count	Last Update	Last Certified
Marine Me	O-2	MCCDC	MCB Quantico	DUI	12/26/2013	12/25/2013	USMC	Awaiting NJP	14	01/09/2014	1/9/2014



The date certified appears in the active cases view.

TRACKING MISCONDUCT CASES IN THE ODNMS

(substandard performance cases will be addressed later)

Misconduct Views

You are logged in as: [REDACTED]

Select View: All Active

Refresh

Export this view to Excel

Name	Grade	ASCA	Command	Offense Type	Date Opened	Date of Incident	Component	Current Status	Date Count	Last Update	Last Certified
Marine Me	O-2	MCCDC	MCB Quantico	DUI	12/26/2013	12/25/2013	USMC	At DC M&RA	14	01/09/2014	1/9/2014

Each SJA is responsible for tracking every case under their cognizance until the case is closed. The active cases view, the “Endorsement & Disposition” tab, and the chronology section provide case status information.

[Personal Information](#) | [Misconduct Basic Information](#) | [Endorsements & Disposition](#)

Date Of Receipt Of Report By Alternate Show Cause Authority	01/06/2014
Date Of Endorsement By Alternate Show Cause Authority	01/06/2014
Date Of Notice To CMC (JAM)	12/26/2013
Original Date Of Receipt By CMC (JAM)	01/06/2014
Date Of Receipt By CMC (JAM)	01/06/2014
Date To DC M&RA	01/07/2014
Date From DC M&RA	
Date Of Endorsement At DC M&RA If Final Action Is With ASN	
Date To ASN	
Date From ASN	
Date Adverse Matters Forwarded For Inclusion In OMPF	
Disposition	-
Disposition Type	-
Characterization of Service	-
Retirement Grade	-
Date Adverse Matters Inclusion Verified	
Date Closed	

CMC (JAM) closes all cases in the ODNMS. The case will appear on the “Closed Last 30 Days” view when CMC (JAM) closes the case.

Misconduct Views

You are logged in as: XXXXXXXXXX

Select View: Closed Last 30 Days ▼

Refresh

Export this view to Excel

Name ▼	Grade ▼	ASCA	Command ▼	Date Opened ▼	Date of Incident ▼	Component ▼	Date Report of Misconduct ▼	Date to CMC(JAM) ▼	Date to DC M&RA ▼	Date to ASN ▼	Date Closed ▼	Total Date Count ▼	Last Update ▼
Marine Me	O-2	MCCDC	MCB Quantico	12/26/2013	12/25/2013	USMC	01/03/2014	01/06/2014	01/07/2014		01/09/2014	14	01/09/2014

CMC (JAM) moves each case from the ODNMS to the Archive ODN approximately 30 days after the case is closed. Cases in the Archive ODN are not available on the ODNMS.

SUBSTANDARD PERFORMANCE CASES

- In addition to officer misconduct, substandard performance cases are reported in the ODNMS.
- SJAs have the same responsibilities of tracking, updating, and certifying substandard performance cases in the ODNMS.



Welcome to the Officer Disciplinary Notebook Management System (ODNMS).

You have logged in as: [REDACTED]

Home

Create Misconduct Case

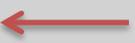
Create Sub Performance Case

Misconduct Views

Sub Performance Views

JAM SharePoint Site

In order to create a substandard performance case, select "Create Sub Performance Case" from the main screen.



Information, Plans & Programs Branch, Judge Advocate Division, Staff Judge Advocates across the United States Marine Corps conduct information to the Commandant of the Marine Corps in a most efficient manner.

For questions and functionality of this application please contact CMC JAM at (703) 614-4250.

[JAM Public Site](#)

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

New Case

** Indicates Required Items*
You are logged in as: [REDACTED]

Date File Created: 01/09/2014
Created By: [REDACTED]
Last Modified By: [REDACTED]
Last Modified: 01/09/2014
Last Update By Fleet:

Date Accepted: 01/09/2014

Cancel Refresh
Create New Promotion Case

SUBSTANDARD PERFORMANCE CASE

CMC High Visibility Case

High Visibility Case: Yes
Current Case Status*: -
Type of Case*: Substandard performance
Offense*: Failure to complete TBS

A new window will open in order for you to create the substandard performance case.

Select the case status.

Note: Once data has been entered and the case has been saved you will not be able make further modifications to this case. Please review all data prior to adding new chronology entries and or saving this document. If you need to make changes please utilize the comments box below and contact CMC JAM at (703) 614-4250.

Allegation:*

Type a brief narrative of the alleged substandard performance in the "Allegation" box. Chronology entries will also be made below the "Allegation" box.

*Entries in this section can only be modified by CMC JAM.

Personal Information | Substandard Performance Information | Endorsements & Disposition

Current Date Count	0
Reporting SJA *	-
Last Name*	
First Name*	
Middle Initial	
Suffix	
Grade*	-
EDI-PI	
MOS*	
Command Information	
Alternate Show Cause Authority*	-
Major Subordinate Command*	
Command*	
Unit*	
Sub Unit	
<input type="button" value="Pick Command"/>	
File Number (HQMC Only)	
AFADBD	
If Reservist, leave blank	
Date of Rank*	
Selected For Promotion*	-
Component*	-
Career Status*	-
Education Reimbursement Required:	-
Prior Enlisted*	-
Married*	-
Training Status*	-
Date Sub Performance Case Opened in ODNMS *	
Date Of Incident*	
Performance Evaluation Board (PEB)*	-
Alcohol Related*	-
<input type="button" value="Save & Close"/> <input type="button" value="Cancel"/>	

Be sure to fill in all of the required fields.

Don't forget to select "Save & Close" after the fields are filled out and before you leave this screen.



Sub Standard Performance Views

You are logged in as [REDACTED]

Select View: All Active By Command
All Active By Command
All Active By SJA
Refresh

- [Home](#)
- [Create Misconduct Case](#)
- [Create Sub Performance Case](#)
- [REDACTED]
- [Misconduct Views](#)
- [Sub Performance Views](#)
- [REDACTED]
- [JAM SharePoint Site](#)
- [REDACTED]

You may view substandard performance cases by command or by SJA.



Welcome to the Officer Disciplinary Notebook Management System (ODNMS).

You have logged in as: [Redacted]

[Home](#)

[Create Misconduct Case](#)
[Create Sub Performance Case](#)

[Misconduct Views](#)

[Sub Performance Views](#)

[JAM SharePoint Site](#)

This application was developed by the Information, Plans & Programs Branch, Judge Advocate Division, Headquarters Marine Corps on behalf of the Staff Judge Advocates across the United States Marine Corps to better assist in reporting Office Misconduct information to the Commandant of the Marine Corps in a time efficient manner.

A In order to view active substandard performance cases, click "Sub Performance Views."

...tionality of this application please contact CMC JAM at 614-4250. [Public Site](#)

PRINTING

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

* Indicates Required Items

You are logged in as: ██████████

Date File Created: 03/22/2013
Created By: ██████████
Last Modified By: ██████████
Last Modified: 12/19/2013
Last Update By Fleet:

Date Accepted:

MISCONDUCT CASE

CMC High Visibility Case

High Visibility Case: Yes

Current Case Status*

Type of Offense*

Offense*

Additional Offense

Select an individual case.
Select "Print."
Note: If you would like to print a case that you just made changes to, you must first "Save & Close" the case after you make the changes and then re-open the case. You may print the case after you re-open it.

Note: Once data has been entered and the case has been saved you will not be able make further modifications to this case. Please review all data prior to adding new chronology entries and or saving this document. If you need to make changes please utilize the comments box below and contact CMC JAM at (703) 614-4250.

Allegation:*

After you select "Print," this page will appear. This is the print preview of what the case will look like when it is printed.

Note: The allegation will appear in red and the chronology will appear in black.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Personal Information

Name:	[REDACTED]	Grade:	[REDACTED]	EDIPI/MOS:	[REDACTED]
Component:	USMC	Career Status:	Non-probationary	Training Status:	No
AFADBD:	[REDACTED]	DOR:	07/01/2012	Married:	Yes
Selected for Promotion:	Yes	Prior ODN Entry:	No	Education Reimbursement:	-
Alcohol Related:	Yes	Alcohol Screening:	No	Treatment Completed:	No

ASCA: MCCDC
Command: MCCDC, TECOM, MAGIFTC 29 Palms, TTECG

Reporting SJA: SJA 29 Palms
Current Case Status: Awaiting Civilian Court

Case Information

Date Opened:	02/05/2013	Current Date Count:	338
Type of Offense:	Alcohol Related	Offense:	DUI

Allegation:
[REDACTED]

Chronology:

- 02/03/2013 - [REDACTED]
- 02/20/2013 - [REDACTED]
- 03/20/2013 - [REDACTED]
- 03/27/2013 - [REDACTED]
- 04/09/2013 - [REDACTED]
- 04/10/2013 - [REDACTED]
- 04/15/2013 - [REDACTED]
- 05/09/2013 - [REDACTED]
- 05/17/2013 - [REDACTED]
- 06/20/2013 - [REDACTED]
- 07/12/2013 - [REDACTED]
- 08/20/2013 - [REDACTED]
- 09/12/2013 - [REDACTED]
- 10/17/2013 - [REDACTED]
- 11/01/2013 - [REDACTED]
- 12/13/2013 - [REDACTED]

Done Trusted sites | Protected Mode: Off 100%

UPLOADING DOCUMENTS TO THE ODNMS

Characterization of Service

Retirement Grade

Date Adverse Matters Inclusion Verified

Date Closed

Comments

The SJA must upload all reports and endorsements to the ODNMS. This does not include lengthy enclosures, such as investigations.

Certification

Certified by:

Date Certified:

CMC JAM Review

Return for Corrections Review Complete

Attachments:

Date Misconduct Case
Date Of Incident*
Performance Evaluation
Alcohol Related*
Alcohol Screening
Alcohol Treatment C
Date Alcohol Treatm

Comments

[Empty text input field]

Certification

Certified by:

[Redacted name]

Date Certified:

1/9/2014

CMC JAM Review

[Empty text input field]

Return for Corrections Reveiw Complete

Attachments:

Choose File to Upload

Libraries Documents ODNMS Search ODNMS

Organize New folder

Downloads Recent Places

Documents library ODNMS Arrange by: Folder

Name	Date modified	Type
Test	1/9/2014 5:30 PM	Microsoft W

File name: All Files (*.*)

- To upload a document, select "Browse."
- A pop-up showing the files on your computer/network will appear.
- Select the appropriate file and click "Open."

Certification

Certified by: [Redacted]
Date Certified: 1/9/2014

CMC JAM Review
[Empty text area]

Return for Corrections Review Complete

Attachments: C:\Users\ [Redacted]

Return for Corrections Review Complete

Attachments: [Empty text area]

Mark attachments for deletion

 [Test.docx](#)

- After clicking "Open," the selected file location will appear in the box.
- Click "Upload" and the document will be uploaded to the ODNMS.
- If the upload is successful, the document will appear at the bottom of the case.

QUESTIONS?

Contact CMC (JAM)

(703) 614-4250