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

Open new Misconduct and Substandard Performance cases here.

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)
In order to create a new misconduct case, select “Create Misconduct Case.”
A new window will open to submit all of the relevant case information.
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.

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.
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: Current Case Status
- Type of Offense
- Offense

**Type of Offense**

- Drug possession
- DUI

**Additional Offense**

- Drug possession
- DUI
Check yes for “High Visibility Case” to view the case in the High Visibility view (discussed below).
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.

Draft the allegation in the "allegation" block.

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

Enter the name of any officer companion cases.
Individually add appropriate chronology entries.

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.
- 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.
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.

Companion Case: [blank] (Ex: 2ndLt Doe, John J.)
Additional Misconduct: No
Prior ODN Entry: [blank]

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.
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.

### 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.

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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.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Misconduct Basic Information</th>
<th>Endorsements &amp; Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Date Count</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting SJA</td>
<td>SJA MARSOC</td>
<td></td>
</tr>
<tr>
<td>Last Name*</td>
<td>Schmuckelstelli</td>
<td></td>
</tr>
<tr>
<td>First Name*</td>
<td>Joe</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade*</td>
<td>0-1</td>
<td></td>
</tr>
<tr>
<td>EDI-PI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOS*</td>
<td>3301</td>
<td></td>
</tr>
<tr>
<td>Command Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate Show Cause Authority*</td>
<td>I MEF</td>
<td></td>
</tr>
<tr>
<td>Major Subordinate Command*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Command*</td>
<td></td>
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<tr>
<td>Unit*</td>
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<td></td>
</tr>
<tr>
<td>Sub Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File Number (HQMCS Only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFADB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If Reservist, Leave Blank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Rank*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selected For Promotion*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Component*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Reimbursement Required:</td>
<td></td>
<td></td>
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<tr>
<td>Prior Enlisted*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Married*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Status*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Misconduct Case Opened in ODNMS*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Of Incident*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Evaluation Board (PEB)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol Related*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Date Opened</th>
<th>Date of Incident</th>
<th>Component</th>
<th>Current Status</th>
<th>Date Count</th>
<th>Last Update</th>
<th>Last Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adultery</td>
<td>01/03/2014</td>
<td>12/23/2013</td>
<td>USMC</td>
<td>Investigation</td>
<td>4</td>
<td>06/01/2014</td>
<td>1/6/2014</td>
</tr>
<tr>
<td>Adultery</td>
<td>12/30/2013</td>
<td>09/18/2013</td>
<td>USMC</td>
<td>Pre-Disposition Action</td>
<td>8</td>
<td>01/06/2014</td>
<td>2/2/2014</td>
</tr>
<tr>
<td>Orders violation (lawful order regulation)</td>
<td>12/28/2013</td>
<td>12/07/2013</td>
<td>USN</td>
<td>Investigation</td>
<td>10</td>
<td>03/03/2014</td>
<td>1/3/2014</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>12/27/2013</td>
<td>03/14/2013</td>
<td>USMC</td>
<td>Investigation</td>
<td>11</td>
<td>03/03/2014</td>
<td>1/3/2014</td>
</tr>
<tr>
<td>Adultery</td>
<td>12/19/2013</td>
<td>11/26/2013</td>
<td>USMC</td>
<td>Pre-Disposition Action</td>
<td>19</td>
<td>01/02/2014</td>
<td>12/19/2013</td>
</tr>
<tr>
<td>Adultery</td>
<td>12/19/2013</td>
<td>12/14/2013</td>
<td>USMC</td>
<td>Pre-Disposition Action</td>
<td>19</td>
<td>01/02/2014</td>
<td>12/19/2013</td>
</tr>
<tr>
<td>Adultery</td>
<td>12/19/2013</td>
<td>11/21/2013</td>
<td>USMC</td>
<td>Pre-Disposition Action</td>
<td>19</td>
<td>01/02/2014</td>
<td>12/19/2013</td>
</tr>
<tr>
<td>Adultery</td>
<td>12/18/2013</td>
<td>12/15/2013</td>
<td>USMC</td>
<td>Pre-Disposition Action</td>
<td>19</td>
<td>01/03/2014</td>
<td>12/20/2013</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>12/18/2013</td>
<td>11/22/2013</td>
<td>USMC</td>
<td>Pre-Disposition Action</td>
<td>20</td>
<td>01/02/2014</td>
<td>12/18/2013</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>12/18/2013</td>
<td>11/22/2013</td>
<td>USMC</td>
<td>Pre-Disposition Action</td>
<td>20</td>
<td>01/02/2014</td>
<td>12/18/2013</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>12/11/2013</td>
<td>10/03/2013</td>
<td>USMC</td>
<td>Pre-Disposition Action</td>
<td>27</td>
<td>01/02/2014</td>
<td>12/17/2013</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>12/11/2013</td>
<td>10/03/2013</td>
<td>USMC</td>
<td>Pre-Disposition Action</td>
<td>27</td>
<td>01/02/2014</td>
<td>12/17/2013</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>12/06/2013</td>
<td>09/30/2013</td>
<td>USMC</td>
<td>Pre-Disposition Action</td>
<td>32</td>
<td>12/20/2013</td>
<td>12/20/2013</td>
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<tr>
<td>Sexual Assault</td>
<td>12/29/2013</td>
<td>10/30/2013</td>
<td>USMC</td>
<td>Pre-Disposition Action</td>
<td>39</td>
<td>01/02/2014</td>
<td>1/2/2014</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>12/29/2013</td>
<td>08/28/2013</td>
<td>USMCR</td>
<td>Investigation</td>
<td>39</td>
<td>12/19/2013</td>
<td>12/19/2013</td>
</tr>
</tbody>
</table>
“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.

Change the view by selecting the “Select View” drop down.
The "All Active" view is the default view and contains all of the active misconduct cases within your purview.

The views may be exported to Excel.
The “All Active” view contains basic information about each case. The cases may be sorted by each of the different headings.

Here, the active misconduct cases are sorted by date opened. Selecting the triangle sorts the data under that heading.
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).
To open a specific case, select the officer’s name.
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.
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.

The current status is also reflected in the active cases view.
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.
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.”
### Misconduct Views

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>ASCA</th>
<th>Command</th>
<th>Offense Type</th>
<th>Date Opened</th>
<th>Date of Incident</th>
<th>Component</th>
<th>Current Status</th>
<th>Date Count</th>
<th>Last Update</th>
<th>Last Certified</th>
</tr>
</thead>
</table>

The date certified appears in the active cases view.
TRACKING MISCONDUCT CASES IN THE ODNMS

(substandard performance cases will be addressed later)
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.
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.

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.
In order to create a substandard performance case, select “Create Sub Performance Case” from the main screen.
A new window will open in order for you to create the substandard performance case.

Select the case status.

Type a brief narrative of the alleged substandard performance in the “Allegation” box. Chronology entries will also be made below the “Allegation” box.
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.
You may view substandard performance cases by command or by SJA.
In order to view active substandard performance cases, click “Sub Performance Views.”
PRINTING
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 to 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.
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.

Select the “Print” icon.
UPLOADING DOCUMENTS TO THE ODNMS
The SJA must upload all reports and endorsements to the ODNMS. This does not include lengthy enclosures, such as investigations.
- 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.”
- 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