

# **Department of the Navy**



## **Naval Justice Information System (NJIS) Functional Requirements Document (FRD)**

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## Change Summary

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## 1 EXECUTIVE SUMMARY

The Secretary of the Navy (SECNAV) has directed the implementation of a single, authoritative process enabling visibility into the Department of the Navy (DON) statistical data on criminal offenses and other high-interest issues. This direction necessitates improvements in the DON's ability to track a crime or incident across multiple law enforcement communities and through all the criminal justice phases.

The NJIS Business Case Analysis (BCA) illustrates that a modernized, integrated process for incident reporting will contribute to a more collaborative approach to reporting and data sharing. The new process, in addition to providing modernized technology, will also provide greater visibility into data on criminal and non-criminal incidents and lead to more informed decision making. The ability to track and see data will support faster and more accurate analyses, including trend analyses. The improved analyses will serve as an indispensable tool for the DON criminal justice communities in that they will allow for an increased use of detailed, accurate, and meaningful data to assist in making decisions related to preventive or law enforcement mitigation measures. For example, leadership will be able to analyze data to assess incidents in specific geographical regions to request and allocate resources to support law enforcement efforts in those regions to mitigate criminal offenses. This information will also inform the creation or modification of policies to influence organizational changes to help reduce crime rates, address behaviors that lead to crimes, and identify indicators for violence or internal threats.

In response to incident reporting regulatory requirements, the DON developed multiple databases to facilitate tracking and reporting on incidents of interest. The databases lack automated information exchanges, making it difficult to track an incident from allegation to disposition. This lack of automated information exchanges restricts investigative efforts when performing searches and analyses of incident data, thereby reducing the effectiveness of law enforcement in preventing, detecting, or investigating criminal activity in targeted areas. The lack of automated information exchanges also necessitates the manual entry and re-entry of data into various systems. Manual data entry negatively affects DON criminal justice data integrity, and increases the possibility of inadvertent release of personally identifiable information (PII).

Problems with the tracking and reporting of incidents of interest have occurred in all Services and at the Department of Defense (DoD) level. For example, following the Ft. Hood shooting in 2009, the Secretary of Defense (SECDEF) mandated an independent review of DoD criminal justice procedures including incident tracking and reporting. One goal of the review was to analyze whether or not the Services had the ability to identify key indicators to mitigate and/or prevent similar incidents from occurring in the future. The review illustrated that the DoD lacked consolidated criminal investigative processes that connected all DoD law enforcement and criminal investigative organizations. Moreover, the review determined that the lack of enterprise-wide processes limited the ability to track and analyze data on personnel with multiple incidents. Further, it limited the use of that data to mitigate or prevent said personnel from committing crimes.

The DON dictates alignment with a standardized architecture, requires that processes be as efficient and effective as practicable, and mandates that systems be managed according to DoD IT portfolio management guidelines. For these reasons, the Program Executive Officer Enterprise Information Systems (PEO EIS) and Deputy Director, Naval Criminal Investigative Service (NCIS) directed an assessment of the efficiencies and effectiveness of the DON criminal justice processes, practices, people, systems, and data.

Business Process Reengineering (BPR) efforts examined the As-Is case management processes across the DON to develop an enterprise-wide To-Be case management process. During this effort, the team identified and defined 20 gaps within the current case management processes that are inefficient or ineffective. In addition, communication messages were assessed across the DON criminal justice communities, and the analysis identified the potential reduction of 65.7% in incident reporting processes and process improvements. The process improvements will reduce manual information exchanges from 103 to 36, and 11 points in the overall process that can be improved by automated system interfaces.

The identified process gaps and inefficiencies are attributed to the following root causes.

- There is a lack of an integrated incident management system.
- Tracking, reporting, and conducting trend analyses throughout the life of a case is difficult.
- The DON is not reporting all incident data into the Defense Incident-Based Reporting System database.
- The current DON criminal justice business processes do not provide comprehensive process-wide visibility throughout the lifecycle of an incident.
- Maintaining duplicative incident management systems within multiple criminal justice communities is a strain on the DON budget.

To address the need for better incident management within the DON criminal justice community, the Naval Justice Information System (NJIS) will be the cornerstone of a materiel and non-materiel solution that fulfills the functional requirements outlined.

## **2 INTRODUCTION**

### **2.1 Purpose of Document**

This Functional Requirements Document (FRD) establishes a requirements baseline for automating the Department of the Navy (DON) criminal justice case management functions. These requirements were derived from existing requirements analysis and design specifications, subject matter expert (SME) interviews, and the best practices of industry and the Department of Defense (DoD). The requirements contained within this document are high-level requirements and do not describe processes nor solutions.

The document will not discuss design. It simply describes, as clearly and unambiguously as possible, functions the user requires the system to be able to perform.

### **2.2 Distribution Statement**

Approved for public release; distribution is unlimited following document approval by the NJIS Functional Sponsor.

## 2.3 Background

The DON criminal justice reporting requirements are influenced by a number of laws, policies, incidents, and trends within the DoD and federal law enforcement agencies. These drivers provided the backbone for the Navy's requirements and helped develop a recommendation to solve the case management processes.

The Uniform Federal Crime Reporting Act of 1988, as amended, requires law enforcement agencies, including those within the DoD to report incident data to the Department of Justice (DOJ) for inclusion in the Federal Bureau of Investigation (FBI) maintained system – National Incident Based Reporting System (NIBRS). The FBI assembles, publishes, and distributes data to contributing agencies (including the DoD), State Uniform Crime Reports (UCR) programs, government bodies, and others interested in the nation's crime problem. Law enforcement agencies consider NIBRS data to be an indispensable tool in the war against crime because it provides them with detailed, accurate, and meaningful statistical data about when and where crime takes place, what form it takes, and the characteristics of its victims and perpetrators. In addition, Federal Law requires collection of crime information to meet the following requirements:

- Uniform Federal Crime Reporting Act of 1988
- The Victim's Rights and Restitution Act of 1990
- The Brady Handgun Violence Prevention Act of 1993
- Establishment of a central database on domestic violence mandated by Chapter 47 and Section 1562 of Title 10 U.S.C.

On November 9, 2009, a gunman opened fire at the Soldier Readiness Center in Ft. Hood, TX. Thirteen people were killed and 43 others were wounded or injured. Following the shooting, Defense Secretary Robert M. Gates established a DoD Independent review to address possible policy or procedural deficiencies. The findings stated that there is no consolidated criminal investigative database available to all DoD law enforcement and criminal investigative organizations and that DoD criminal investigation organizations have limited ability to search for or analyze information outside their own databases. This issue is significant to the DON because the DON, similar to the other Services, uses multiple databases throughout the lifecycle of an incident, limiting the ability to track the incident from allegation to disposition. This limitation, common across all DoD Services, hinders the ability to perform searches and incident analyses for use in reducing, detecting, preventing, or investigating future criminal activity.

Recently, the military Services received heavy pressure from Congress to take tough action on sexual assault. In response to high-profile scandals, such as the sexual assaults at Lackland AFB, Texas, lawmakers have demanded action to mitigate risk of violence or abuse to women. Led by House Reps. Loretta Sanchez (D-Calif.), Niki Tsongas (D-Mass.), and Mike Turner (R-Ohio), lawmakers have called for the Pentagon to improve training, the tracking of cases and the prosecution of offenders.

The above drivers highlight deficiencies in the current DON criminal justice business processes, operating procedures, systems, and data repositories and illustrate how the processes do not provide stakeholders with the ability to track a case from beginning to end nor do they adequately meet statutory requirements. These conditions result in sub-optimal decision-making and resource allocation.

The following criminal justice communities within the DON are responsible for tracking and reporting criminal incident data from the initial allegation to final disposition: Law Enforcement (LE), Investigations (INV), Command Actions (CMDA), Judicial Actions (JA), and Corrections (COR). These communities will contribute to the overall solution to improve processes, data visibility, and ad hoc reporting, improved technology, and better decision making.

## 2.4 Assumptions, Constraints, Dependencies and Risks

This section identifies the assumptions, constraints, dependencies, and risks associated with the NJIS requirements.

### 2.4.1 Assumptions

1. The NJIS requirements were derived from the NJIS Capability Requirements Document (CRD), Version 2.0, dated 10 April 2012, the NJIS As-Is Business Process Map, and the NJIS To-Be Business Process Map.
2. SMEs from the five primary United States Navy (USN) and United States Marine Corps (USMC) communities of interest (i.e. Law Enforcement (LE), Investigations (INV), Command Actions (CMDA), Judicial Actions (JA), and Corrections (COR)) provided the source data from which the NJIS requirements are derived.
3. All data collected and maintained through NJIS is unclassified.
4. The NJIS solution will be accessed via the Internet from any computer via the following networks and access methods: Naval Enterprise Networks' (NEN) Next Generation Enterprise Network (NGEN) and the Marine Corps Enterprise Network (MCEN), Base Level Infrastructure Outside the Continental United States (OCONUS), Non-Secure Internet Protocol Router Network (NIPRNET), and the Internet.
5. Requirements will drive policy changes, governance changes, and business process improvements.

### 2.4.2 Constraints

1. The NJIS requirements must comply with the following DoD policies and standards or its replacement:
  - Uniform Federal Crime Reporting Act of 1988
  - Victim and witness notification mandated by Title 42, United States Code (U.S.C.)
  - The Victim's Rights and Restitution Act of 1990
  - The Brady Handgun Violence Prevention Act of 1993
  - Establishment of a central database on domestic violence mandated by Chapter 47 and Section 1562 of Title 10 U.S.C.
  - DoD Directive (DoDD) 7730.47, "Defense Incident - Based Reporting System (DIBRS)," 15 October 1996
  - DoD 7730.47-M Volume 1, "Manual for Defense Incident-Based Reporting System," 07 December 2010
  - DoD 7730.47-M Volume 2, "Manual for Defense Incident-Based Reporting System," 07 December 2010, Incorporating Change 1, May 10, 2013
  - DoD Instruction (DoDI) 8510.01, "Department of Defense Information Assurance Certification and Accreditation Process Instruction," 28 November 2007

- DON Chief Information Officer (CIO) memo “Department of the Navy Information Assurance Certification and Accreditation Process Concept of Operations,” 13 May 2009

### 2.4.3 Dependencies

1. This NJIS FRD requires Executive Steering Committee (ESC) approval/signature before implementation of the NJIS solution.
2. The NJIS solution will interface with the following external systems:
  - Corrections Management Information System (CORMIS)
  - Defense Incident-Based Reporting System (DIBRS)
  - Defense Central Index of Investigations (DCII)
  - Defense Law Enforcement Data Exchange (DDEX)
  - Defense Sexual Assault Incident Database (DSAID)
  - Department of Defense Enrollment Eligibility Reporting System (DEERS)
  - DoD Employees Interactive Data System (DEIDS)
  - ENABLER (LE/CNIC N6 middleware system)
  - Marine Corps Total Force System (MCTFS)
  - Navy Emergency Response Management System (NERMS)
  - Navy Standard Integrated Personnel System (NSIPS)
  - Naval Criminal Investigative Service Records Information Management System (NCIS RIMS)
  - VITALS (NCIS)

### 2.4.4 Risks

1. If the regulation environment to which the NJIS requirements must comply changes, then the program cost and schedule could change.
2. If the selection and implementation of an NJIS solution does not address all of the NJIS requirements, then the stakeholder community may not fully adopt the solution.
3. If NJIS requirements are not approved by all NJIS ESC members, then the program could encounter schedule delays.
  - If requirements are not carefully managed with configuration control, then the scope of the program can quickly expand beyond affordable levels.
  - If interfaces are not coordinated early, with verifiable commitments to how any changes will be funded, provision of technical documentation, support for requirements decomposition effort, support for testing, then the system will not likely work as planned.
  - If functional business owners do not have the time and capacity to support a software development effort, then the product will not successfully deploy.

## 2.5 Operational Overview

### 2.5.1 Mission

NJIS will provide the DON with a capability that improves their incident reporting, modernizes the DON's criminal justice processes, increases information sharing across the NJIS communities, and provides leadership access to data for trend analyses that better inform decision-making. NJIS will satisfy the DON's requirement to produce a single authoritative case management information technology (IT) capability providing end-to-end visibility into DON incidents. Additionally, NJIS will comply with the Uniform Federal Crime Reporting Act of 1988 and the reporting requirements outlined in DoDD 7730.47, "Defense Incident-Based Reporting System (DIBRS)," December 1, 2003. The DIBRS Directive establishes policy and assigns responsibilities for incident reporting, which enhances DoD and Service ability to analyze trends and to respond to Executive, Legislative, and oversight requests for statistical data relating to criminal and other high-interest incidents.

### **2.5.2 Problem Statement**

The Department of the Navy lacks an economical and efficient data management capability to track crimes, incidents, and high visibility actions from inception through disposition; that meets the evolving requirements of law enforcement, criminal investigation, command actions, judicial, and corrections communities; and supports the statistical data and information requests from Congress, the Department of Justice, and other agencies.

### **2.5.3 Stakeholder Roles and Responsibilities**

NJIS Executive Steering Committee (ESC) – The ESC will oversee the program governance structure and processes. The ESC will establish and maintain the requirements and performance baseline and approve the system development and deployment plan.

Board of Governance (BOG) – The BOG is part of the NJIS governance structure and is defined within the BOG Charter. The ESC serves as the decision-making authority for NJIS and provides a shared management concept in which the parties shall formulate system requirements, priorities, policies, and operating procedures. The ESC will also oversee related activities of the BOG.

The BOG serves as the working level group as well as the Change Control Board (CCB) for the program. The BOG's ultimate obligation is to ensure the NJIS program resources and capacities are deployed in ways that advance and protect community stakeholder interests and fulfill their requirements. To serve as the agent of stakeholders and add value to the NJIS program on their behalf, the BOG/CCB will develop and evaluate Change Requests (CR) that reflect updated business processes or represent desired/improved capabilities and maintain control of NJIS program baseline.

Naval Criminal Investigative Service (NCIS) - As the ESC Co-Chairperson for requirements, NCIS serves as the NJIS Functional Sponsor and has authoritative oversight on system requirements. The Functional Sponsor bears ultimate responsibility for ensuring the materiel solution solves the business need as identified in the NJIS Business Case Analysis. NCIS works with the program office through its BOG members to develop requirements and document processes as needed.

Program Executive Office, Enterprise Information Systems (PEO EIS) – As the ESC Co-chairperson for acquisition, PEO EIS has authoritative oversight on the acquisition programmatic requirements and process and acts as the Materiel Decision Authority (MDA).

Department of the Navy Assistant for Administration (DON/AA) - The DON, Assistant for Administration (DON/AA) is the NJIS Resource Sponsor and has responsibility to ensure funding is identified and obtained for all phases throughout the system lifecycle.

Office of General Counsel (OGC) – The OGC develops innovative legal solutions to the business and other challenges facing the Navy and Marine Corps to enhance the war fighting capability of the Naval Service. OGC attorneys help clients address legal concerns in virtually every area of the law relating to business, Government contracts, property, human resources and other issues arising in a multifaceted, high-technology organization.

Office of the Judge Advocate General of the Navy (OJAG) - OJAG provides legal and policy advice to the Secretary of the Navy and supports the Judge Advocate General (JAG) in advising and assisting the Chief of Naval Operations in formulating and implementing policies and initiatives pertaining to the provision of legal services within the Navy. OJAG works with the program office through its BOG members to document processes as needed.

Staff Judge Advocate to the Commandant of the Marine Corps (SJA to the CMC) - SJA to the CMC supports and provides timely, efficient, and appropriate legal advice and support to commanders, Marines, Sailors, and their families to promote the readiness of the force and contribute to Marine Corps mission accomplishment. This includes providing advice on legal issues including the laws of war, and to prosecute and defend courts-martial. SJA to the CMC works with the program office through its BOG members to document processes as needed.

Navy Personnel Command (NPC) - NPC supports and provides administrative leadership, policy planning, and general oversight of Navy Commands. In 1991, the name changed to the Bureau of Naval Personnel or "BUPERS" for short. NPC works with the program office through its BOG members to develop requirements and document processes as needed.

Commander Navy Installations Command (CNIC) - CNIC enables and sustains naval forces from the shore by designing, developing and delivering integrated shore capabilities for fleets, individual fighters, and their families. From their 74 installations across 11 regions, CNIC programs and services launch every shore-based ship, submarine and aircraft and take care of every Sailor and their families. CNIC works with the program office through its BOG members to develop requirements and document processes as needed.

Marine Corps Installations Command (MCICOM), Headquarters, U.S. Marine Corps - This organization exercises command and control of Marine Corps Installations through regional commanders in order to provide oversight, direction, and coordination of installation services and to optimize support to the Operating Forces, tenants, and activities.

Plans, Policies, and Operations (PP&O), Headquarters, U.S. Marine Corps –The PP&O department is structured and chartered to serve as the USMC Commandant's principal staff agency for the development and articulation of a wide spectrum of concepts, plans, and policies for both joint and service functions. PP&O also directs and supervises the execution and/or implementation of those policies. PP&O works with the program office through its BOG members to develop requirements and document processes as needed.

Manpower and Reserve Affairs (M&RA), Headquarters, U.S. Marine Corps – The M&RA department assists the USMC Commandant by planning, directing, coordinating, and supervising both active and reserve forces. M&RA is the largest department within HQMC. M&RA works with the program office through its BOG members to develop requirements and document processes as needed.

Program Management, Warfare 240 (PMW 240) – The NJIS Program Office falls under the direction of PMW 240, part of PEO EIS portfolio. The Program Manager (PM) has responsibility for the management of the NJIS Program Office with the PEO as the MDA.

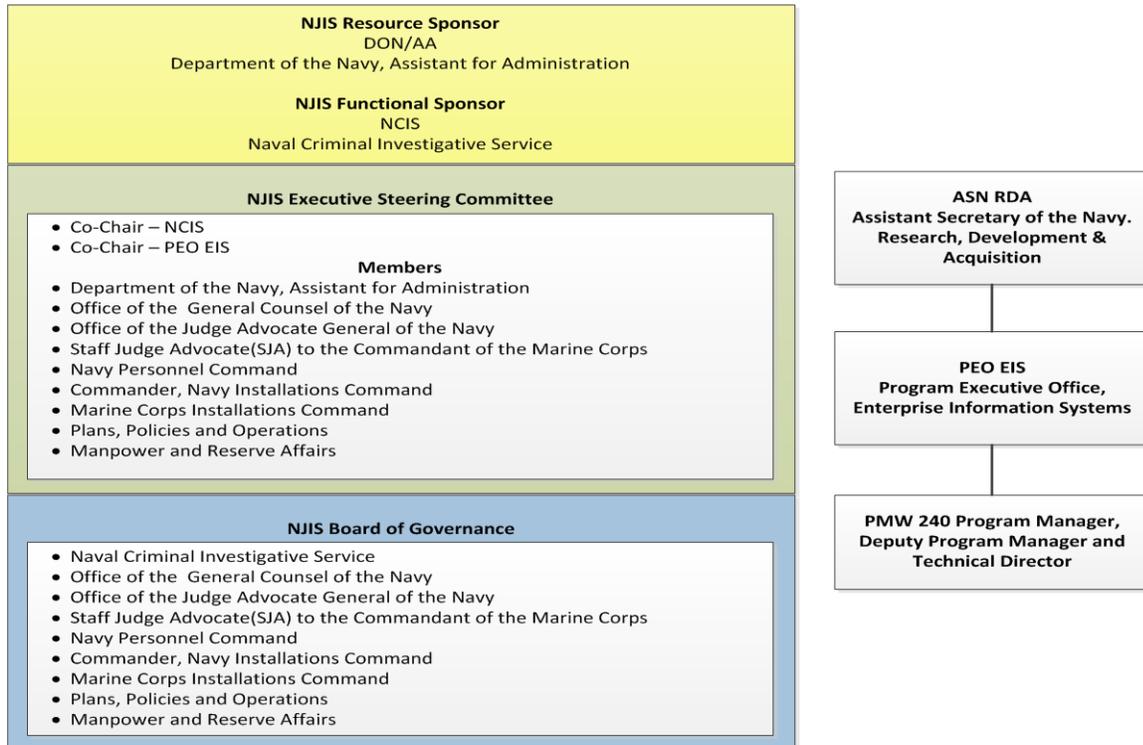


Figure 1 - NJIS Governance Organizational Chart

## User Definition

NJIS is the software infrastructure designed to support the USN and the USMC Law Enforcement (LE), Investigations (INV), Command Actions (CMDA), Judicial Actions (JA), and Corrections (COR) case management system information requirements. The system capabilities address requirements from these four communities as representative of the DON criminal justice case management users. Specific roles for each community are defined as such:

- **LE** – Conducts base patrol functions, traffic investigations, and base related disciplinary infractions. LE personnel route incidents to INV as appropriate
- **INV** – Comprised of the Criminal Investigative Division (CID) and NCIS personnel. INV is responsible for conducting criminal investigations within the DON. Cases are commonly initiated at the INV level
- **CMDA** – Comprised of USN and USMC commands including ashore, afloat, and forward deployed units. Commanders may impose Non-Judicial Punishment (NJP), convene Summary Courts-Martial, initiate Administrative Separations, and other Administrative activities for Command-initiated incidents or incidents presented by LE/INV.
- **JA** – Conducts courts-martial, provides legal services for commands, performs administrative activities, conducts appeals processes, and manages court docket. JA rarely initiates cases, as one of the other communities, such as LE or CMDA, is usually in a position to initiate them.
- **COR** – Comprised of corrections facilities, excluding command brig facilities. COR personnel generally do not initiate cases, but there may be some instances where a case is opened following an incident within the facility. COR manages cases for the DON and also intakes prisoners from other services

### 2.5.4 Business Process Gaps

NJIS Business Process Re-engineering (BPR) efforts identified 20 significant performance gaps within current “As-Is” case management activities. These 20 gaps are largely products of the cumbersome and disjointed communication infrastructure currently used by the Navy criminal justice communities. Cumulatively, these 20 performance gaps decrease the cohesion and effectiveness of the case management process.

After documenting the end-to-end “As-Is” and “To-Be” states, the BPR indicates that the NJIS “To-Be” state will greatly streamline communications between the communities by reducing the number of manual message exchanges by 65.7%. The common NJIS system will also increase end-to-end visibility within the case management system, improve the accuracy of reported statistics, and help to eliminate gaps identified during the BPR effort.

### 2.5.5 Operational Description

The deployment of the integrated, end-to-end NJIS solution will provide DON senior leadership with enterprise-wide case visibility on all criminal and high-interest incidents and assists in closing the current process gaps identified during the BPR “As-Is” case management meetings. Inefficient communication processes will be mitigated by retiring a network of isolated systems and consolidating the existing data within a common repository. Resources such as infrastructure, Continuity of Operations (COOP) facilities, and hosting servers will be secured to enable a successful transition to the integrated system that will minimally disrupt current functions across the case management communities. Access to the NJIS system will also be made seamless through common authentication scheme tokens enabled for all authorized users, as well as the ability to access NJIS through the NEN. NJIS interfaces with other federal and civilian systems and will allow the DON criminal justice communities to meet federally mandated data-sharing and reporting requirements.

**Materiel Solution** – The following capabilities will help ensure that the NJIS integrated system will provide visibility across the case management enterprise without losing any existing functionality within each DON criminal justice community.

**Reporting Capability** – The system will assemble information as defined by both the user administrator(s) and system administrator(s) and present the information as a report. The system will have the ability to save and print reports as well as search the contents of reports, and export reports into specified formats.

**DIBRS Reporting** – Each community provides data to specific segments for a complete DIBRS submission. Collectively, the communities provide information for all 8 required DIBRS segments.

- LE, INV, and CMDA report segments 1-5 (depending on where an incident occurs or where the case is initiated)
- CMDA reports segment 6
- CMDA, through data obtained from JA, reports segment 7
- COR reports segment 8

DIBRS reports are required to be submitted on the 15<sup>th</sup> of each month to DCMO and data fields must be in the correct format or they will be rejected. NJIS will develop data fields consistent with DIBRS reporting requirements to ensure the reports are accepted, enabling a 95% reporting rate across the DON. All criminal or designated high-interest incidents must be entered into NJIS and reported to DIBRS.

**Role Based Access Controls** – Due to the sensitive nature of the data associated with each case, user access controls are critical to the case management system. Access to NJIS data and records shall be controlled through role-based access control (RBAC). Once a user has been assigned to a role, user and system administrators shall be able to modify the default role permissions as necessary. The application shall be user Public Key Infrastructure (PKI)-enabled and authenticated through a Common Access Card (CAC) or Username/Password entry. High-level roles shall be created based upon Communities of Interest (COI) for each stakeholder community.

**Workflow** – Workflow management functions will use RBAC to provide authorized users the ability to route cases to appropriate communities and approvers. Workflow shall determine which records or actions are approved, by whom and when the approval is made. Workflow management is a best practices component to managing cases across the lifecycle.

**Interoperability** – Integration with other key federal systems is required for the end-to-end management of a case. The system shall have the ability to extract data for subjects, victims, or witnesses who are already entered in designated integrated systems. In addition, the system shall have the capability to extract background/administrative information (e.g. Date of Birth (DOB), Gender, Rank, etc.) for the individual. The system shall also allow for data entry in certain instances, allowing for both data input and extraction across communities.

**Auto-populate Case Information** – As with the other functional areas, the system shall have the ability to auto-populate fields using existing information available within NJIS or other federal systems.

**Information Assurance / Security** – In order to meet the DON compliance requirements, the application shall comply with all DoD Information Assurance Certification and Accreditation Process (DIACAP) accreditation policy requirements as defined in DoDD 5000.01 and DoDI 5000.02. In addition, the system shall comply with DoDI 8510.01, DIACAP Instruction, 28 November 2007.

Figure 2 illustrates capabilities as requested by each community as well as capabilities that will be used for all communities (Common Services).

<p><b>Common Services (Global)</b></p> <ul style="list-style-type: none"> <li>• User Management (Roles)</li> <li>• Group Management (Collaboration)</li> <li>• Forms Library</li> <li>• Offenses</li> <li>• Web Interface</li> <li>• Portal Links</li> <li>• People &amp; Organizations</li> <li>• Attachments</li> <li>• Customized Reporting</li> <li>• Case Tracking &amp; Monitoring</li> </ul>				
<p><b>Law Enforcement</b></p> <ul style="list-style-type: none"> <li>• Operations</li> <li>• Incidents</li> <li>• Accidents</li> <li>• Registrations <ul style="list-style-type: none"> <li>◦ Vehicle</li> <li>◦ Weapon</li> <li>◦ Pet</li> </ul> </li> <li>• Tickets</li> <li>• Lost &amp; Found</li> <li>• Vehicle Profiling</li> <li>• Property/Evidence</li> <li>• Training</li> <li>• Debarments</li> <li>• Survey/Assessment</li> </ul>	<p><b>Investigations</b></p> <ul style="list-style-type: none"> <li>• Report of Investigation</li> <li>• Report of Activity</li> <li>• Property/Evidence</li> <li>• Leads</li> <li>• Tasks</li> <li>• Special Investigation</li> <li>• Background Investigations</li> <li>• Internal Investigations</li> </ul>	<p><b>Command Actions</b></p> <ul style="list-style-type: none"> <li>• Incident Reports</li> <li>• Command Actions Reporting</li> <li>• Command Investigation</li> <li>• Disposition of all Incidents</li> <li>• Non-punitive Measures</li> <li>• Non-judicial Punishment</li> <li>• Summary Court-Martial</li> <li>• Transfer Jurisdiction</li> <li>• Administrative Separation</li> <li>• Request for Legal Services</li> <li>• Pre-Trial Confinement</li> </ul>	<p><b>Judicial Actions</b></p> <ul style="list-style-type: none"> <li>• Court-Martial Cases <ul style="list-style-type: none"> <li>◦ General</li> <li>◦ Special</li> <li>◦ Summary</li> </ul> </li> <li>• Court Decision</li> <li>• Post-trial</li> <li>• Motions/Briefs</li> <li>• Promulgation</li> <li>• Trial Review</li> <li>• Record of Trial</li> <li>• Appellate Review</li> </ul>	<p><b>Corrections</b></p> <ul style="list-style-type: none"> <li>• Inmate Confinement</li> <li>• Inmate Custody</li> <li>• Inmate Background</li> <li>• Indoctrinate Subject</li> <li>• Clemency &amp; Parole</li> <li>• Release</li> <li>• Transfer</li> <li>• Social Worker</li> </ul>

Figure 2 - System User Characteristics and Roles

NJIS will interface with other DoD systems for the purpose of automating processes to improve efficiencies, obtain authenticated sources of information, improve data accuracy, provide a forum to share information across the DON, and improve enterprise-wide visibility. NJIS will interface with different systems in different ways, depending on the amount/type of information sharing required. Table 1 displays how NJIS will interact with each interfacing system.

System	Description of Interaction
Consolidated Law Enforcement Operations Center (CLEOC)	Serves as the DON interim criminal justice management information system capable of tracking criminal and non-criminal incidents and investigations. CLEOC is the primary system being replaced by NJIS and will require data sharing until the system is completely retired.
Corrections Management Information System (CORMIS)	Enterprise information will be exchanged to support NJIS sharing of data required by NJIS functional areas during Phase I. CORMIS will be retired once all of the functionality is in NJIS and approved by the COR community.
Defense Central Index of Investigations (DCII)	NJIS to import DCII data and run queries on DCII database.
Defense Law Enforcement Data Exchange (DDEX)	NJIS to export case data into DDEX.
Defense Incident-Based Reporting System (DIBRS)	Data file exchange; NJIS will submit data files to DIBRS on incident data extracted from the system.
Defense Sexual Assault Incident Database (DSAID)	NJIS will provide a window where the user browser will be available for authorized DSAID users to interact with DSAID through a web interface.
Department of Defense Enrollment Eligibility Reporting System (DEERS)	NJIS imports DEERS biographical data to auto-populate incident data on DON personnel dependents.
DoD Employees Interactive Data System (DEIDS)	NJIS will provide a window where the user browser will be available for authorized DEIDS users to interact with DEIDS through a web interface.
ENABLER (CNIC N6 middleware system)	Serves as middleware which will connect other systems (including DEERS) to NJIS; import and export of data to/from NJIS.
Marine Corps Total Force System (MCTFS)	NJIS imports MCTFS biographical data to auto-populate incident data on USMC personnel. (Objective: to export data to carry out the execution of adjudged sentences ordered by Commander/CA).
Navy Emergency Response Management System (NERMS)	Import and export of data to/from NJIS.
Navy Standard Integrated Personnel System (NSIPS)	NJIS imports NSIPS biographical data to auto-populate incident data on USN personnel.
Naval Criminal Investigative Service Records	Export of data to RIMS from NJIS.

System	Description of Interaction
Information Management System (NCIS RIMS)	
VITALS	Export to NCIS data warehouse.

Table 1 - System Interfaces

Figure 3 provides an overview of the system, its interfaces and how its use communities interact.

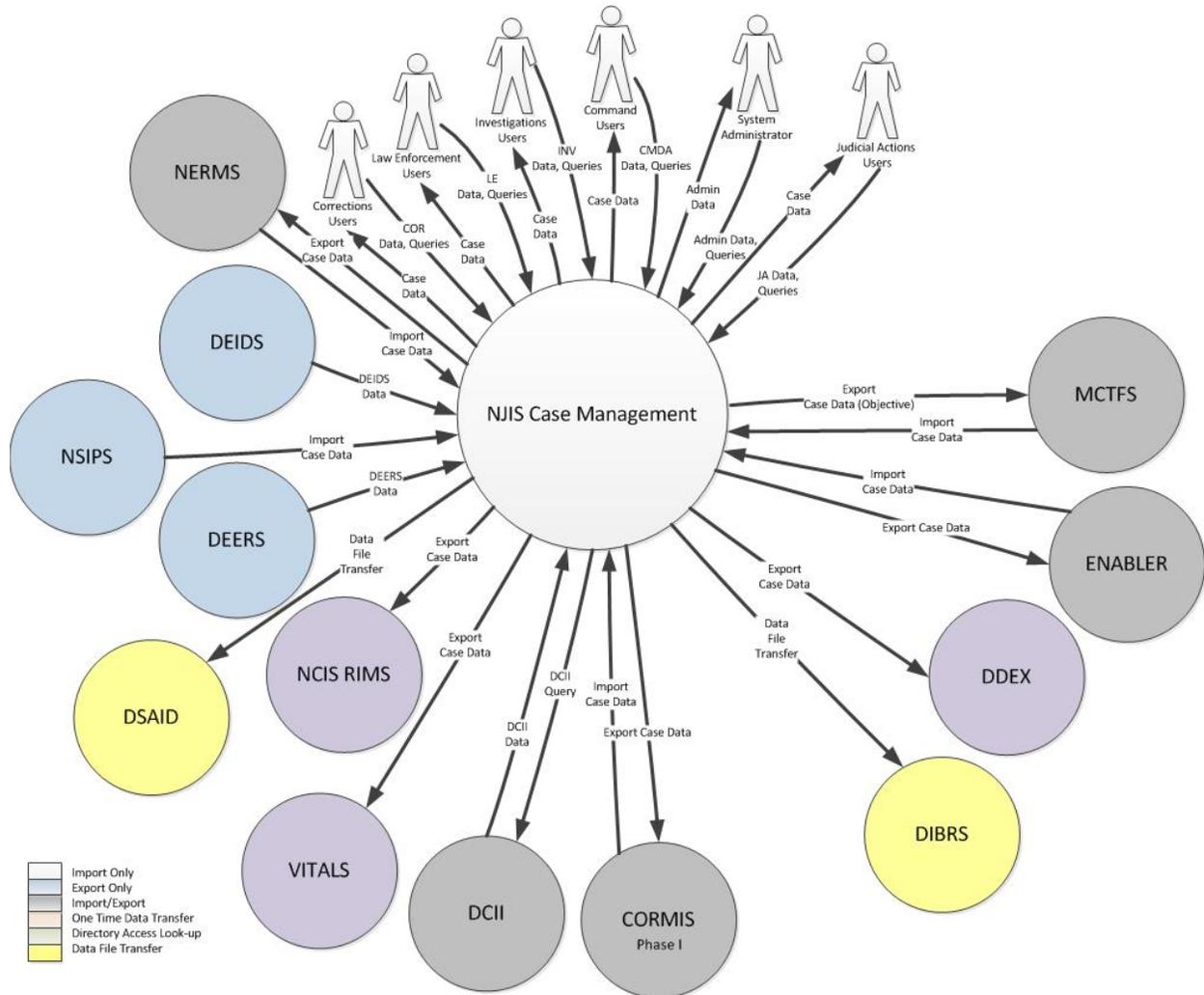


Figure 3 - Case Management Overview Diagram<sup>1</sup>

### Non-Materiel Considerations

<sup>1</sup> DEIDS, DSAID, DDEX and DCII interfaces may be met by an NCIS data exchange.

To support the NJIS materiel solution, the DON will make comprehensive improvements across the areas of Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities, and Policy (DOTMLPF-P). In terms of Training, educating users on NJIS processes and procedures prior to system deployment will greatly increase the effectiveness of NJIS. Using data and analyses available through NJIS to improve the training of Navy personnel, including commanders, chaplains, and supervisors, will also serve as an effective tool in combating crime and suicide rates within the DON.

Changes to Doctrine will involve the unification of the disparate user bases into a centralized user community with common processes, terminology, and common core metadata. This will require, among other changes, the selection of a single organization that is responsible for implementing the DON policies and procedures to ensure accurate, efficient, and timely reporting of all incidents. At the same time, from an Organization perspective, there will also be a need to develop a shared management concept in which the communities can jointly formulate requirements, priorities, policies, and operating procedures. This shared management will necessitate improved collaboration between the communities and the use of shared data to better drive decision making.

The development of appropriate Policy will also be crucial to the success of the NJIS materiel solution. New standards for the entire case management lifecycle, common core metadata, and NJIS terminology and taxonomy will all need to be established, defined, and codified. Disparate policies and business rules that currently exist among the communities must be revised or replaced. To ensure NJIS meets basic authentication requirements, a common authentication scheme will also need to be designated as required for access.

These policy changes, however, will be ineffective without changes to leadership that emphasize enforcing compliance with the new NJIS-related policies. Popularly followed case management policies and procedures in addition to popular use of the NJIS solution will be crucial to the reduction of the process inefficiencies and overhead costs associated with the legacy systems. Additionally, leadership will need to proactively educate case management staff about the impending changes in business processes and seek feedback through mechanisms such as team and town hall meetings and surveys. Leadership will also need to stay abreast of any policy updates and support NJIS change management to achieve collaborative data management processes throughout the transition.

Figure 4, the Function, Interface, and Community Overview Diagram, provides the overall operational context for NJIS. The diagram allows the reader to see a graphical presentation of the users, systems, and other entities required to interact with NJIS. Stakeholder communities, as defined in Section 2.5.3 of this document, will receive information from and provide information to the system.

The NJIS system will interface with external systems to perform the functions as required by the criminal justice communities. Interface is defined as the mechanism allowing automated system to system communication through static and dynamic transaction level processing.

## 2.5.6 Function, Interface, and Community Overview

Figure 4 provides a representation of the functions and interfaces for NJIS, including user communities and systems.

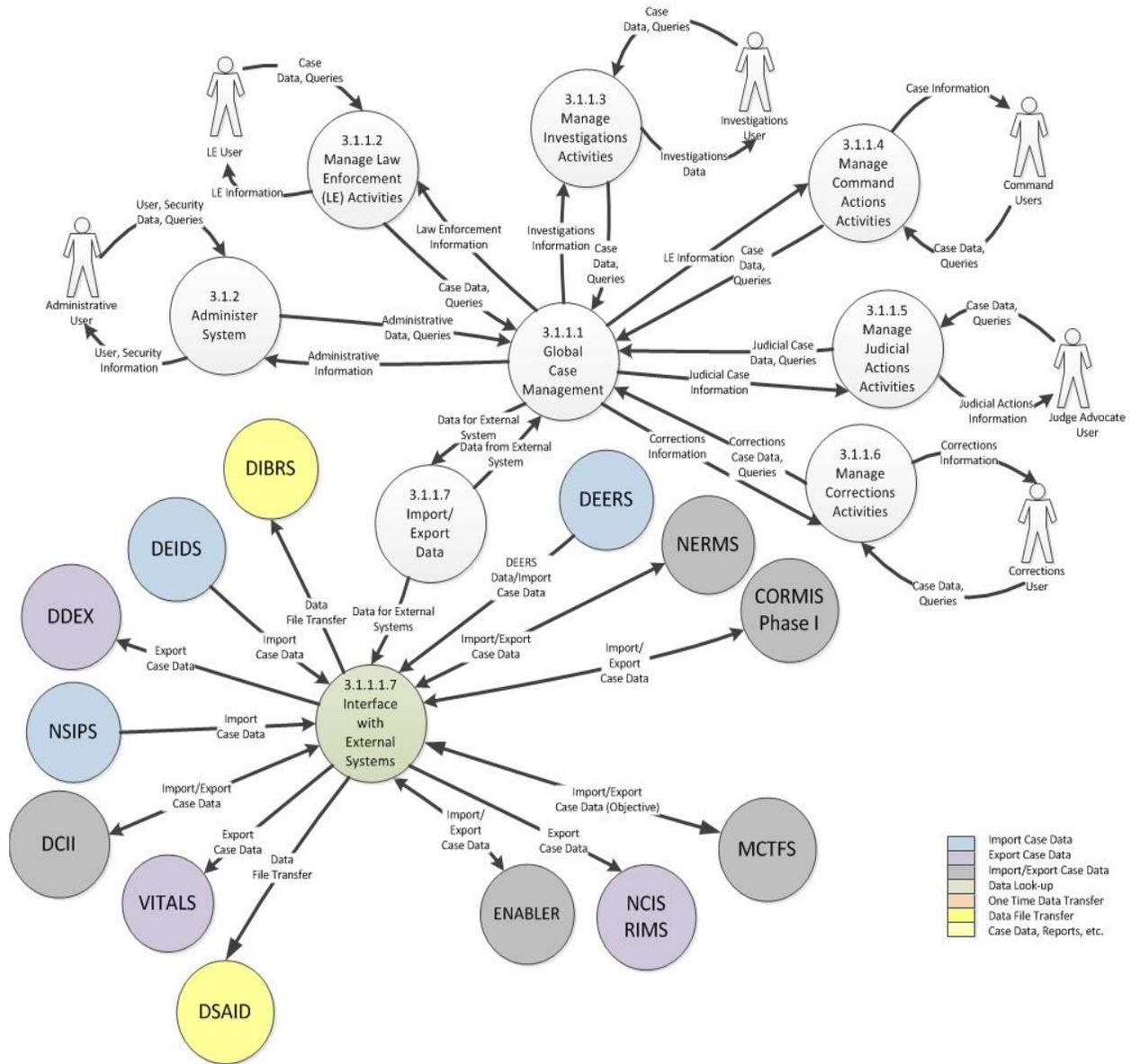


Figure 4 - Function, Interface, and Community Overview

## 2.6 System Performance Parameters

The following table reflects the Key Performance Parameters (KPPs) and Key System Attributes (KSAs) for NJIS. The System will comply with the below NR-KPP from CJCSI 6212.01E or its replacement. See reference for definitions and further compliance guidance.

KPP	Threshold
Uniform Federal Crime Reporting Act of 1988: <ul style="list-style-type: none"> <li>Reportable incidents shall be recorded and tabulated through the use of specific coding as defined in DoD 7730.47-M</li> </ul>	95% of incidents/cases recorded are submitted to and accepted by DMDC in accordance with the Uniform Federal Crime Reporting Act of 1988; the Victim’s Rights and Restitution Act; and the Brady Handgun Violence Prevention Act. The data shall be in accordance with DoD 7730.47-M (DIBRS Manual) segment formats.
	Reporting should be done on a monthly basis to DIBRS database
Availability: <ul style="list-style-type: none"> <li>Users shall have the ability to access the NJIS Portal a minimum average of</li> </ul>	99.45% per 12-month period excluding planned downtime and exclusion outages (e.g. The Unit has lost connectivity and is offline; NJIS server is available and running, but may not be accessible to all users due to their specific access paths).

Table 2 - NJIS Key Performance Parameters (KPPs)

KSA	Threshold
Performance: <ul style="list-style-type: none"> <li>Number of transactions processed</li> </ul>	The system shall allow the public domain of the NJIS portal to have the capability to handle 30000 database Transactions Per Hour (TPH).
Performance: <ul style="list-style-type: none"> <li>Number of concurrent users</li> </ul>	The system shall support 2,500 simultaneous users scalable up to 5,000.  <i>(Simultaneous users are the number of users logged on the system at a given moment).</i>
Performance: <ul style="list-style-type: none"> <li>System Recovery Time Objective (RTO)</li> </ul>	The recovery time threshold is less than 12 hours.  <i>(RTO is the duration of time and service level in which NJIS shall be restored at the backup or COOP data center after a disaster at the primary data center to avoid unacceptable consequences to the business process).</i>
Performance: <ul style="list-style-type: none"> <li>System Recovery Point Objective (RPO)</li> </ul>	The RPO threshold is 8 hours.  <i>(The Recovery Point Objective (RPO) is the duration of acceptable data loss in the event of a disaster and is often used in conjunction with the RTO to determine a data backup strategy for the system. Contributing factors for the RPO include the frequency of data backup, the time it takes to load the data into the system at the backup or COOP site, and the time it takes to get the system backup / COOP site online).</i>

Table 3 - Key System Attributes (KSAs)

## 2.7 Information Assurance & Security

Prior to production, NJIS shall obtain C&A in accordance with DoDI 8510.01 – DIACAP Instruction, of 28 November 2007 and will comply with DON CIO memo, Department of the Navy Information Assurance Certification and Accreditation Process Concept of Operations, of 13 May 2009.

As part of C&A, a Mission Assurance Category will be assigned to the NJIS system. This category level reflects the importance of information relative to the achievement of DoD goals and objectives and is used to determine the requirements for availability and integrity. NJIS system will be designated a Mission Assurance Category II (MAC II) system. MAC II systems handle information that is important to the support of deployed and contingency forces. The consequences of loss of integrity are unacceptable. Loss of availability is difficult to deal with and can only be tolerated for a short time. The consequences could include delay or degradation in providing important support services or commodities that may seriously impact mission effectiveness or operational readiness. Mission Assurance Category II systems require additional safeguards beyond best practices to ensure assurance.

### 3 REQUIREMENTS

#### 3.1 Requirements Structure

The requirements for NJIS are outlined based on overall function. The following are the functions and the paragraphs in which the requirements are addressed:

Table 4 - Requirements Structure

3.1.1	Function and Interface Overview
3.1.1.1	Global Case Management
3.1.1.2	Manage Law Enforcement Activities
3.1.1.3	Manage Investigations Activities
3.1.1.4	Manage Command Actions Activities
3.1.1.5	Manage Judicial Actions Activities
3.1.1.6	Manage Corrections Activities
3.1.1.7	Import/Export Data
3.1.2	Administer System
3.1.3	Logistics and Training Requirements
3.1.4	Non-Functional Requirements/System Technical Requirements

#### 3.1.1 Function and Interface Overview

Figure 5 provides a representation of the functions and interfaces for NJIS including systems.

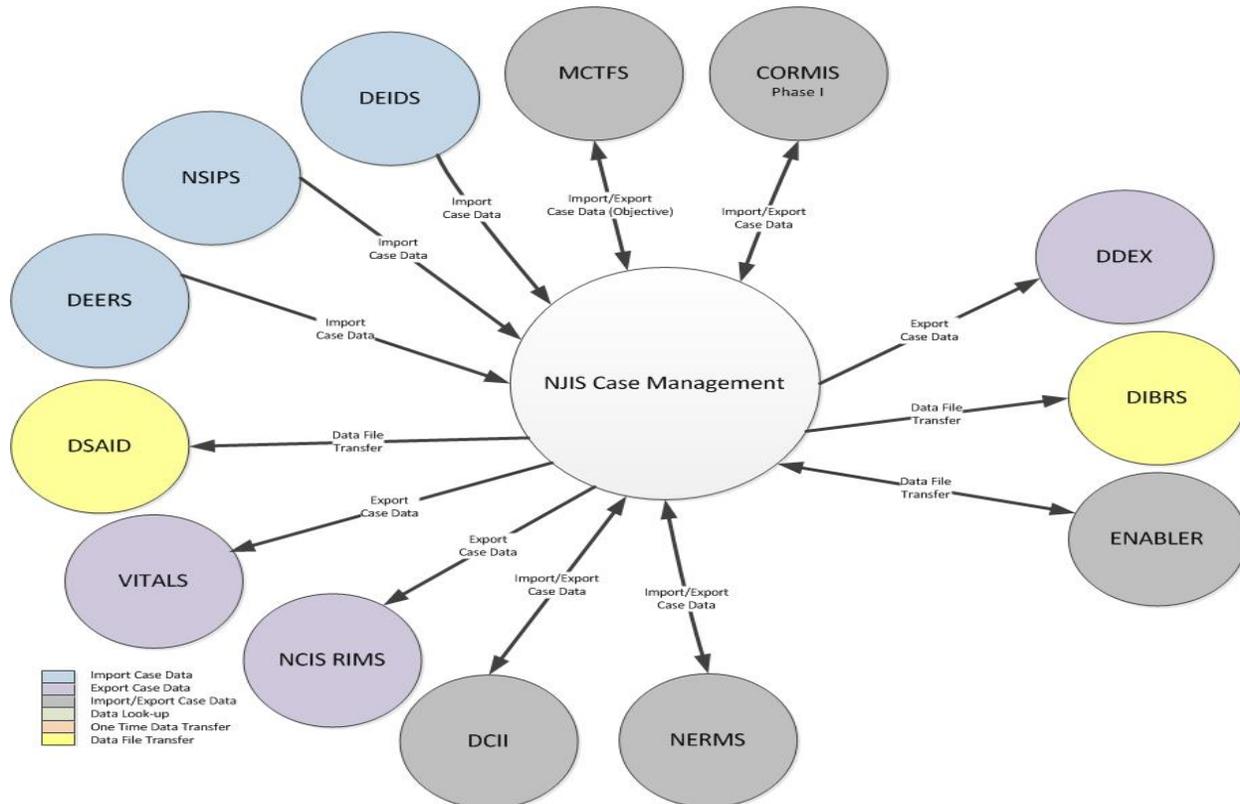


Figure 5 - Function and Interface Overview Diagram

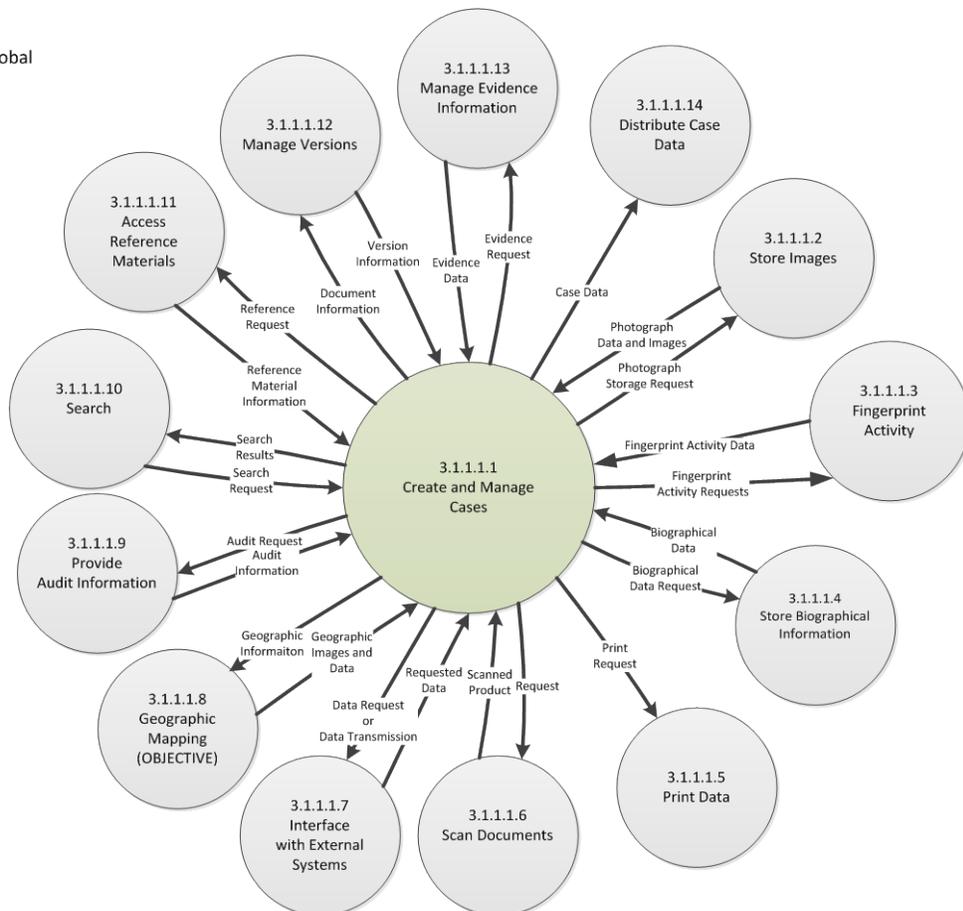
### 3.1.1.1 Global Case Management

Global Case Management requirements refer to activities performed across various user communities. Figure 6 illustrates the decomposed functions, which consist of:

**Table 5 - Global Case Management**

3.1.1.1.1	Create and Manage Cases
3.1.1.1.2	Store Images
3.1.1.1.3	Fingerprint Activity
3.1.1.1.4	Store Biographical Information
3.1.1.1.5	Print Data
3.1.1.1.6	Scan Documents
3.1.1.1.7	Interface with External Systems
3.1.1.1.8	Geographic Mapping (OBJECTIVE)
3.1.1.1.9	Provide Audit Information
3.1.1.1.10	Search
3.1.1.1.11	Access Reference Material
3.1.1.1.12	Manage Versions
3.1.1.1.13	Manage Evidence Information
3.1.1.1.14	Distribute Case Data

3.1.1.1 Global



**Figure 6 - Global Case Management Activity Diagram**

### 3.1.1.1.1 Create and Manage Cases

- 3.1.1.1.1.1 The system shall display a home page.
- 3.1.1.1.1.2 The system shall allow the user to create a case.
- 3.1.1.1.1.3 The system shall generate a unique enterprise control number (ECN) identified by a four-digit year followed by a hyphen and sequential number (e.g. 2013-1234567890).
- 3.1.1.1.1.4 The system shall use the ECN assigned during the creation of the case throughout the life of the case file.
- 3.1.1.1.1.5 The system shall indicate required data that must be entered to establish a new Case.
- 3.1.1.1.1.6 The system shall allow sharing of data between communities (depending on access restrictions).
- 3.1.1.1.1.7 The system shall indicate the status of the ECN (Case) as open or closed.
- 3.1.1.1.1.8 The system shall comply with DOD 5015.02-STD, Electronic Records Management Software Applications Design Criteria Standards, as appropriate. Modifications for functional communities are included in individual community sections.
- 3.1.1.1.1.9 The authorized user shall have the ability to change the status of a case to any of the available listed states.
- 3.1.1.1.1.10 The authorized user shall have the ability to edit the information contained in the case once it is created. Restrictions in functional area section may apply.
- 3.1.1.1.1.11 The system shall maintain a log of changes made to any data in the case once the case has been created. This information shall include:
  - a. List of Changes
  - b. Name of Person Making Changes (for each item)
  - c. Original Content (for each item)
  - d. Dates of Changes (for each item)
- 3.1.1.1.1.12 The system shall provide a calendar icon that will display a calendar as an option for entering dates.
- 3.1.1.1.1.13 The system shall provide data validation for the value entered by the user for defined field values.
- 3.1.1.1.1.14 The system shall provide a limited user capability when disconnected from the internet (e.g. ability to populate forms and perform limited data collection). The user shall be able to update the main database with the information collected through the population of forms and limited data collection when internet connection to NJIS is available.
- 3.1.1.1.1.15 The system shall provide user-defined alerts (e.g. an alert to the authorized user(s) indicating past criminal activity of subject).
- 3.1.1.1.1.16 The system shall be able to compare entered data elements to the master look-up table and indicate identical data elements (e.g. Social Security Number (SSN)/Electronic Data Interchange Personal Identifier (EDIPI), Vehicle Identification Numbers (VIN)). The user shall be able to compare entered data elements to the master look-up table, detect duplicate entries, and continue with the information entry.

- 3.1.1.1.1.17 The system shall provide the user an option to auto-populate fields for which information is previously available.
- 3.1.1.1.1.18 The system shall allow a user to re-open any closed case, unless restrictions have been applied.
- 3.1.1.1.1.19 The system shall attach the documents and files associated with the case and allow viewing.
- 3.1.1.1.1.20 The system shall automatically save data when a case is being created or updated.
- 3.1.1.1.1.21 The system shall set as the default automatic save time increment to every ten (10) minutes.
- 3.1.1.1.1.22 The system shall allow the user to assign "pending" status to a case. "Pending" status moves a case from actively being worked by the investigator to being monitored by the investigator. An example would be when an Investigator sends a case file to their supervisor for approval. The Investigator still has overall action to ensure the case is approved.
- 3.1.1.1.1.23 The system shall allow an authorized user in an appropriate role to assign cases to a list of users.
- 3.1.1.1.1.24 The system shall display all cases assigned to a user.
- 3.1.1.1.1.25 The system shall establish interfaces to meet requirements as defined in the above requirement and in the NJIS Interface Control Document (ICD).
- 3.1.1.1.1.26 The system shall provide the user with the ability to select user defined options for a query.
- 3.1.1.1.1.27 The system shall allow the user to select page numbering if desired on reports
- 3.1.1.1.1.28 The system shall allow the user to annotate and store the annotation on all reports.
- 3.1.1.1.1.29 The system shall provide the capability to add footers on all pages of documents, reports, forms (e.g. the Report of Investigation (ROI)/Investigative Action stating the report contains Privacy Sensitive information). Templates will be provided by the functional area sponsor.
- 3.1.1.1.1.30 The system shall allow user to auto-populate report labels on various pages, right-justified (on stakeholder template) (e.g. exhibit (1), enclosure).
- 3.1.1.1.1.31 The system shall display user-defined data on the homepage grid.
- 3.1.1.1.1.32 The system shall ensure all community-defined required fields are filled before allowing the user to save information.
- 3.1.1.1.1.33 The system shall ensure all user-required forms, attachments, referrals and addendums are attached to a case before it can be stored in final form.
- 3.1.1.1.1.34 The system shall enable a user to manage document rights of any document the user owns.
- 3.1.1.1.1.35 The system shall indicate, by user input, that DNA has or has not been recorded and will indicate the following:
  - a. Was a DNA sample was taken (Yes/No)
  - b. Date DNA Sample Taken
  - c. Name of Person Taking DNA Sample
  - d. Purpose for Taking DNA Sample
  - e. Date DNA Sample Submitted

f. Time DNA Sample Submitted

- 3.1.1.1.1.36 The system shall allow the authorized user to indicate disposition codes per community requirement.
- 3.1.1.1.1.37 The system shall allow the user to record and associate the demographics as defined by the user of Abbreviated Records of Trial (format to be provided) sent to United States (US) Disciplinary Barracks (USDB).
- 3.1.1.1.1.38 The system shall allow the user to record the date and time using the approved date/time format for the NJIS system of Abbreviated Records of Trial when sent to the USDB.
- 3.1.1.1.1.39 The system shall allow the user to record the date and time of Abbreviated Records of Trial when received by the USDB.
- 3.1.1.1.1.40 The system shall provide validation capabilities for all data entry fields as identified by the user and validation criteria.
- 3.1.1.1.1.41 The system shall allow the user to create reports (e.g. Preliminary Investigation Report (PIR) (format to be provided).
- 3.1.1.1.1.42 The system shall allow the user to associate personnel involved in an investigation. This information shall include:
  - a. Participant Name
  - b. Participant's Agency or Organization
  - c. Participant's Title
- 3.1.1.1.1.43 The system shall provide a date and time stamp when the case is placed in a closed status.
- 3.1.1.1.1.44 The system shall provide the user with the option to accept or decline auto-populated data on all generated Non-Judicial Punishment (NJP) documents when the data is available.
- 3.1.1.1.1.45 The system shall allow user to generate all forms (user defined reports) needed for pre-NJP processing.
- 3.1.1.1.1.46 The system shall allow the user generate all forms (user defined reports) needed for post-NJP processing.
- 3.1.1.1.1.47 The system shall allow the user the option to auto-populate all Administrative Separation (ADSEP) forms.
- 3.1.1.1.1.48 The system shall allow the user the option to auto-populate all generated ADSEP documents when the data is available.
- 3.1.1.1.1.49 The system shall allow the user to generate all forms (user defined reports) needed for ADSEP processing.
- 3.1.1.1.1.50 The system shall auto-populate all generated Summary Courts-Martial documents when the data is available.
- 3.1.1.1.1.51 The system shall generate all forms needed for Summary Courts-Martial processing.
- 3.1.1.1.1.52 The system shall generate all forms needed for special and general courts-martials.
- 3.1.1.1.1.53 The system shall auto-populate all generated special and general courts-martial documents when the data is available.

3.1.1.1.1.54 The system shall auto-populate all cross-community documents when the data is available (e.g. Form germane to LE but requires input and/or approval from CMDA).

#### 3.1.1.1.2 Store Images

- 3.1.1.1.2.1 The system shall store images of case subjects.
- 3.1.1.1.2.2 The system shall have the ability to store multiple images for a single case.
- 3.1.1.1.2.3 The system shall enable the user to associate the saved images with subject data.
- 3.1.1.1.2.4 The system shall enable the user to choose to accept a saved image or reject the saved image.
- 3.1.1.1.2.5 The system shall enable the user to store a new image and replace a previously saved image.
- 3.1.1.1.2.6 The system shall store video files associated with a case.
- 3.1.1.1.2.7 The system shall save the date and time of the stored image or video.
- 3.1.1.1.2.8 The system shall enable the user to use the stored image in the creation of “be on the lookout” posters.
- 3.1.1.1.2.9 The system shall enable the user to use the stored image in the creation of a line up sheet.
- 3.1.1.1.2.10 The system shall create line up sheets.
- 3.1.1.1.2.11 The system shall return records that match the criteria and an image is associated with the record when constructing a line up sheet.
- 3.1.1.1.2.12 The system shall save the created line up sheet.

#### 3.1.1.1.3 Fingerprint Activity

- 3.1.1.1.3.1 The system shall specify if the Offender(s) fingerprint card has been submitted (Yes/No).
- 3.1.1.1.3.2 System shall annotate the date the fingerprint card was submitted.
- 3.1.1.1.3.3 The system shall annotate the FBI III Number.
- 3.1.1.1.3.4 The system shall specify if the Offender(s) Final Disposition Reporting FBI (R-84) has been submitted to the FBI (Yes/No).
- 3.1.1.1.3.5 The system shall specify if portable biometrics were collected (Yes/No).

#### 3.1.1.1.4 Store Biographical Information

- 3.1.1.1.4.1 The system shall store biographical data as required by policy.
- 3.1.1.1.4.2 The system shall allow the biographical data to be modified.

#### 3.1.1.1.5 Print Data

- 3.1.1.1.5.1 The system shall allow for the ability to format items (identified below) for printing:
  - a. Maps
  - b. Reports (any report generated)
  - c. Case Files
  - d. All forms used in the DON justice proceedings, from the communications log to post-trial activities

- e. All Forms used by Pass and Identification (ID)
  - f. All Forms used by NJIS System Administration
- 3.1.1.1.5.2 The system shall be able to create a Portable Document Format (PDF) file.

#### 3.1.1.1.6 Scan Documents

- 3.1.1.1.6.1 The system shall allow authorized users to attach scanned documents to a case.
- 3.1.1.1.6.2 The system shall be able to accept scanned documents in all available formats.
- 3.1.1.1.6.3 The system shall be able to store scanned documents into the system.
- 3.1.1.1.6.4 The system shall be able to associate the scanned document with a specific case or ECN.
- 3.1.1.1.6.5 The system shall allow the documents and images to be used in multiple cases as needed.

#### 3.1.1.1.7 Interface with External Systems

The list of systems to which NJIS shall interface is in section 2.5.5.

- 3.1.1.1.7.1 The system shall have the ability to export incident data to DIBRS via flat file transfer.
- 3.1.1.1.7.2 The system shall verify that all DIBRS required and conditional fields in a record are populated with DIBRS-compatible values.
- 3.1.1.1.7.3 The system shall have the ability to import personnel data from DEERS.
- 3.1.1.1.7.4 The system shall have the ability to export requisite data/info taken by Commander/CA as required actions (OBJECTIVE).
- 3.1.1.1.7.5 The system shall have the ability to auto-populate case fields with information imported from DEERS, MCTFS, or NSIPS.
- 3.1.1.1.7.6 The system shall auto-populate any fields for which information is available within NJIS.

#### 3.1.1.1.8 Geographic Mapping (OBJECTIVE)

- 3.1.1.1.8.1 The system shall enable the user interfaces to display Geographic Information System (GIS) mapping for data with geographic coordinates such as crime locations and vehicle incidents.
- 3.1.1.1.8.2 The system shall convert base addresses to points on a map.
- 3.1.1.1.8.3 The system shall identify points on a map using longitude and latitude.
- 3.1.1.1.8.4 The system shall allow the user to annotate individual points on a map.
- 3.1.1.1.8.5 The system shall allow the user to map the location of a crime or a suspected crime.
- 3.1.1.1.8.6 The system shall allow the user to map the location of a vehicle related incident.
- 3.1.1.1.8.7 The system shall collect location information for incident reports and investigations.
- 3.1.1.1.8.8 The system shall export mapping information.

#### 3.1.1.1.9 Provide Audit Information

- 3.1.1.1.9.1 The system shall record the username of a person changing data previously saved in the system.
- 3.1.1.1.9.2 The system shall record the previous values for the edited field content.

- 3.1.1.1.9.3 The system shall record the time and date of each change to a field.
- 3.1.1.1.9.4 The system shall record the reason for each change in specific fields.
- 3.1.1.1.9.5 The system shall generate a report of changes sorted by:
  - a. Date
  - b. Username
  - c. Time
  - d. Reason
- 3.1.1.1.9.6 The system shall allow reports and forms to be auditable after being submitted.

#### 3.1.1.1.10 Search

- 3.1.1.1.10.1 The system shall search on the contents of any field used or generated by the system.
- 3.1.1.1.10.2 The system shall apply filters in searches. That is, the system shall apply Boolean rules, identifying values sought or values to exclude.
- 3.1.1.1.10.3 The system shall allow the user to search specific portions of NJIS data such as data generated by JA or CMDA.
- 3.1.1.1.10.4 The system shall use the user's permissions to determine which search results the user will be able to view.
- 3.1.1.1.10.5 The system shall search fields using wild-cards (e.g. search\* will return all words with the letters "SEARCH" in the word (searched, searches, searching, etc.)).
- 3.1.1.1.10.6 The system shall return name searches for a name with names that are similar to the search criteria.
- 3.1.1.1.10.7 The system shall have the capability to search all stored records.
- 3.1.1.1.10.8 The system shall allow the user to view any search results.
- 3.1.1.1.10.9 The system shall allow the user to designate the number of search returns to display at one time.
- 3.1.1.1.10.10 The system shall warn the user that the result has exceeded the designated number.
- 3.1.1.1.10.11 The system shall create ad hoc reports based on search results.
- 3.1.1.1.10.12 The system shall have the capability to provide embedded hyperlinks.
- 3.1.1.1.10.13 The system shall enable the user to have a search capability using an integrated search engine.

#### 3.1.1.1.11 Access Reference Materials

- 3.1.1.1.11.1 The system shall provide a hyperlink to access reference materials.
- 3.1.1.1.11.2 The system shall provide a look-up capability to include offenses from Uniform Code of Military Justice (UCMJ), United States Code (USC) Federal Crimes Statutes and other references.

#### 3.1.1.1.12 Manage Versions

- 3.1.1.1.12.1 The system shall allow the user to maintain an indicator of the version number of a document.
- 3.1.1.1.12.2 The system shall allow the user to make all previous versions of a document available for viewing.

- 3.1.1.1.12.3 The system shall allow authorized users to enter notes about the new version of a document.
- 3.1.1.1.12.4 The system shall indicate who made the version changes.
- 3.1.1.1.12.5 The system shall be version backward-compatible.

#### 3.1.1.1.13 Manage Evidence Information

- 3.1.1.1.13.1 The system shall provide a template for various evidence forms and record the evidence data as required by current instruction (as indicated in Appendix C).
- 3.1.1.1.13.2 The system shall enable the user to search all evidence data fields.
- 3.1.1.1.13.3 The system shall maintain evidence disposal status and disposal authority.
- 3.1.1.1.13.4 The system shall generate an evidence report based on user criteria.
- 3.1.1.1.13.5 The system shall allow the user to view stored evidence data.

#### 3.1.1.1.14 Distribute Case Data

- 3.1.1.1.14.1 The system shall provide a capability to securely “watermark” to indicate that a saved document is the original.

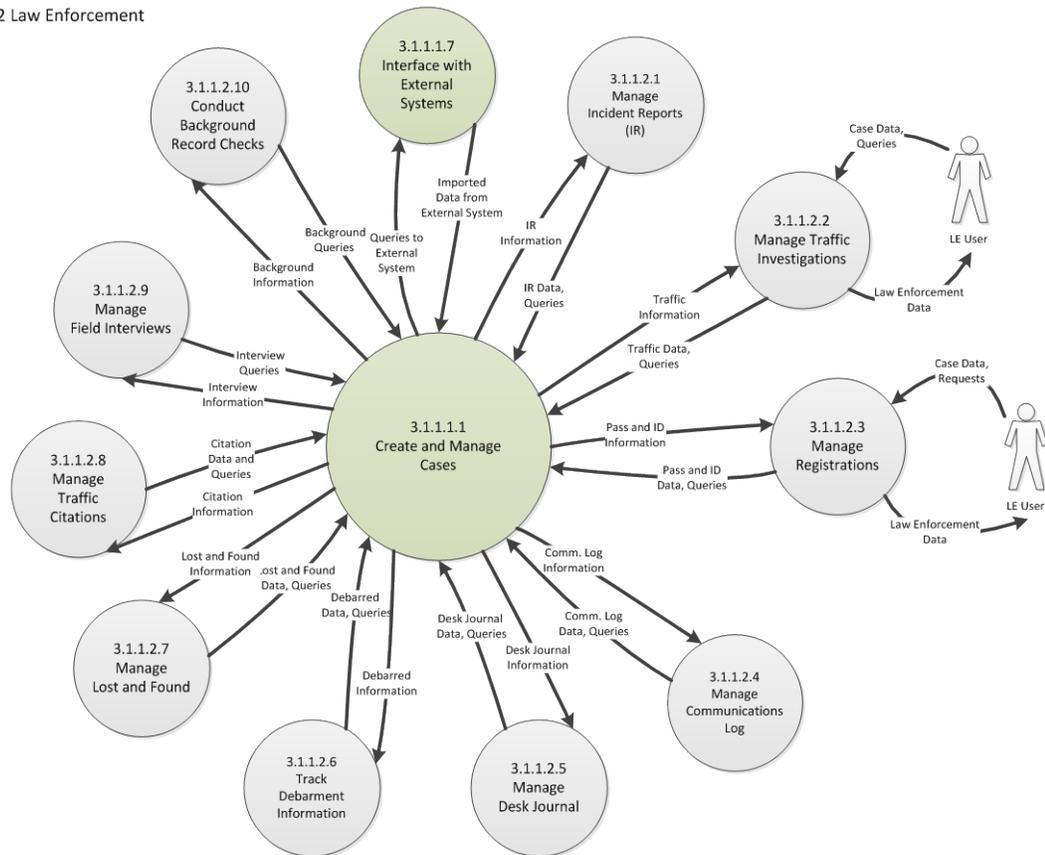
### 3.1.1.2 Manage Law Enforcement Activities

Law Enforcement (LE) has several functions not shared by other activities. These include:

**Table 6 - Manage Law Enforcement Activities**

3.1.1.2.1	Manage Incident Reports (IR)
3.1.1.2.2	Manage Traffic Investigations
3.1.1.2.3	Manage Registrations
3.1.1.2.4	Manage Communications Log
3.1.1.2.5	Manage Desk Journal
3.1.1.2.6	Track Debarment Information
3.1.1.2.7	Manage Lost and Found
3.1.1.2.8	Manage Traffic Citations
3.1.1.2.9	Manage Field Interviews
3.1.1.2.10	Conduct Background Record Checks

#### 3.1.1.2 Law Enforcement



**Figure 7 - Manage Law Enforcement Activities Diagram**

### 3.1.1.2.1 Manage Incident Reports

- 3.1.1.2.1.1 The system shall create an Incident Report (including Supplemental Reports) with all fields recorded in accordance with applicable OPNAV 5580 series or current instruction.
- 3.1.1.2.1.2 The system shall allow LE users to generate and assign a unique number that will be appended to the ECN created. The format for the unique number is DDMMYY-xxxx-#####-XXXPP/D. The core LE CCN includes:
  - a. DD (numeric)
  - b. MMM (alphabetic)
  - c. YYYY (numeric)
  - d. x = Office Code (4 digits)
  - e. # = Sequential Numbers (5 digits)
  - f. X = Case Category Code (up to 3 digits)
  - g. P = Project Code (2 digits)
  - h. D = Disposition Code (1 digit)
  - i. For USN LE, the CCN is similar except Office Code is replaced with Reporting UIC (5 digit)
- 3.1.1.2.1.3 The system shall create a Uniform Crime Report (UCR) in accordance with the FBI UCR instructions.
- 3.1.1.2.1.4 The system shall allow the user to search for existing cases (as indicated in Appendix C).
- 3.1.1.2.1.5 The system shall use Rich Text Format for all free text fields.
- 3.1.1.2.1.6 The system shall store the biographical information of each involved person as pictured in Appendix C.
- 3.1.1.2.1.7 The system shall indicate if a Military Protective Order is in effect (Yes/No).
- 3.1.1.2.1.8 The system shall record the issuance/expiration date of Military Protective Order.
- 3.1.1.2.1.9 The system shall indicate if a Civilian Protective Order is in effect (Yes/No).
- 3.1.1.2.1.10 The system shall record the issuance/expiration date of the Civilian Protective Order.
- 3.1.1.2.1.11 The system shall indicate if the victim moved (Yes/No).
- 3.1.1.2.1.12 The system shall indicate the date the victim moved.
- 3.1.1.2.1.13 The system shall indicate if the subject moved (Yes/No).
- 3.1.1.2.1.14 The system shall indicate the date subject moved.
- 3.1.1.2.1.15 The system shall indicate if an MPO has been violated if an MPO was issued (Yes/No).
- 3.1.1.2.1.16 The system shall record the date the MPO was violated.
- 3.1.1.2.1.17 The system shall record who violated the MPO (victim/subject).
- 3.1.1.2.1.18 The system shall save Incident Reports.
- 3.1.1.2.1.19 The system shall indicate if the subject has been involved in an incident before.
- 3.1.1.2.1.20 The system shall indicate if INV has been notified (Yes/No).
- 3.1.1.2.1.21 The system shall record the time/date INV was notified.
- 3.1.1.2.1.22 The system shall indicate who notified INV.
- 3.1.1.2.1.23 The system shall indicate who at INV was notified.
- 3.1.1.2.1.24 The system shall indicate declination/assumption by INV.

- 3.1.1.2.1.25 The system shall record required data fields in accordance with references in Appendix C.
- 3.1.1.2.1.26 The system shall indicate if the victim was a previous victim of a sexual assault (Yes/No).
- 3.1.1.2.1.27 The system shall record the date a sexual assault was reported.
- 3.1.1.2.1.28 The system shall record the type of sexual assault report sent.
- 3.1.1.2.1.29 The system shall record the conversion reason if known (i.e. if a sexual assault went from restricted to unrestricted).
- 3.1.1.2.1.30 The system shall indicate if a Protective Order was violated (Yes/No).
- 3.1.1.2.1.31 The system shall indicate who violated the Protective Order.
- 3.1.1.2.1.32 The system shall indicate if the subject was a participant in a crime.
- 3.1.1.2.1.33 The system shall be able to add multiple officers to an Incident Report.
- 3.1.1.2.1.34 The system shall indicate the type of drug used by the subject.
- 3.1.1.2.1.35 The system shall indicate the property type.
- 3.1.1.2.1.36 The system shall record the value of each property item stolen.
- 3.1.1.2.1.37 The system shall total the value of the property stolen.
- 3.1.1.2.1.38 The system shall record the location from which the property was stolen.
- 3.1.1.2.1.39 The system shall record a description of documentation that demonstrates the victim is in fact the owner of the property.
- 3.1.1.2.1.40 The system shall use property value to reflect estimated recovery value if property is recovered.
- 3.1.1.2.1.41 The system shall present the estimated value as estimated loss value.
- 3.1.1.2.1.42 The system shall record all transactions within an Incident Report.
- 3.1.1.2.1.43 The system shall list what transactions were performed and who performed the transactions.
- 3.1.1.2.1.44 The system shall record the details of the property involved in the case in accordance with OPNAV 5580 or current instruction.

#### 3.1.1.2.2 Manage Traffic Investigations

- 3.1.1.2.2.1 The system shall create the following types of Traffic Reports containing data based on the OPNAV 5580 or current instruction:
  - a. Traffic Investigation Report
  - b. Traffic Investigation Supplemental Report
- 3.1.1.2.2.2 The system shall allow the user to save the Traffic Report.
- 3.1.1.2.2.3 The system shall allow the user to edit Traffic Investigations fields.
- 3.1.1.2.2.4 The system shall record all transactions within a Traffic Report.
- 3.1.1.2.2.5 The system shall allow the user to print the Traffic Report in accordance with the OPNAV 5580 or current instruction.
- 3.1.1.2.2.6 The system shall print a Facility Collision Report with the following information in accordance with current instruction:
  - a. Name of Individual(s) Involved
  - b. Name of Company/Organization
  - c. Location of Incident
  - d. Summary of Incident

- e. IR Number
- f. Date of Incident
- g. Table of Contents
- 3.1.1.2.2.7 The system shall save data on multiple persons involved as referenced in Appendix C.
- 3.1.1.2.2.8 The system shall save data on multiple vehicles involved as referenced in Appendix C.
- 3.1.1.2.2.9 The system shall auto-populate all fields for which information is available. (e.g. the information on a person who previously registered a pet will be available for use in registering a vehicle).
- 3.1.1.2.2.10 The system shall record the name of the individual assigned to an incident.
- 3.1.1.2.2.11 The system shall allow the user to edit the field containing the name of the individual assigned to the incident.

### 3.1.1.2.3 Manage Registrations

The data collected by Pass and ID will be available to support patrolman dispatches, accident investigation, and a host of other activities involving Law Enforcement, Investigations, Judicial Actions, Command Actions, and Corrections. Registrations shall be differentiated in the system as separate functions from case management capabilities and shall not use the LE/INV CCN when a new registration is created. Registration data will be available to all authorized users.

- 3.1.1.2.3.1 The system shall generate a report of all registration functions to include:
  - a. Pet Registration
  - b. Vehicle Registration
  - c. Temporary Vehicle Registration
  - d. Weapons Registration
- 3.1.1.2.3.2 The system shall save all registration reports.
- 3.1.1.2.3.3 The system shall export registration reports based on user-defined criteria.
- 3.1.1.2.3.4 The system shall allow the user to edit all fields except those generated by the system.

#### Weapons Registration

- 3.1.1.2.3.5 The system shall allow authorized users to create the registration of a weapon using data as required in Appendix C.
- 3.1.1.2.3.6 The system shall allow the user to edit all fields related to weapons registration.
- 3.1.1.2.3.7 The system shall allow the user to register multiple weapons to a single subject.
- 3.1.1.2.3.8 The system shall log the following information:
  - a. Date and Time Stamp
  - b. Created by
  - c. Updated by
  - d. Date and Time Updated

#### Pet Registration

- 3.1.1.2.3.9 The system shall allow authorized users to create the registration of a pet using data as required in Appendix C.
- 3.1.1.2.3.10 The system shall allow the user to edit all fields related to Pet Registration.

- 3.1.1.2.3.11 The system shall allow the user to delete any fields related to Pet Registration.
- 3.1.1.2.3.12 The system shall log the following information:
  - a. Date and Time Stamp
  - b. Created by
  - c. Updated by
  - d. Date and Time Updated
- 3.1.1.2.3.13 The system shall auto-populate all owner information if a person has previously registered a pet in NJIS.

#### Temporary Visitors Pass

- 3.1.1.2.3.14 The system shall allow authorized users to create temporary visitors passes.
- 3.1.1.2.3.15 The system shall record the following data to create a temporary visitors pass:
  - a. Last Name
  - b. First Name
  - c. Middle Name
  - d. Destination
  - e. Purpose of Visit
  - f. Representing
  - g. Start of Visit Date
  - h. End of Visit Date
  - i. Identification Type
- 3.1.1.2.3.16 The system shall be able to print a copy of the temporary visitors pass.
- 3.1.1.2.3.17 The system shall auto-populate fields used in the temporary pass screens if a person has previously been issued a temporary pass through NJIS.
- 3.1.1.2.3.18 The system shall allow the user to edit all temporary pass fields.
- 3.1.1.2.3.19 The system shall save the temporary visitors record.

#### Temporary Vehicle Pass

- 3.1.1.2.3.20 The systems shall allow authorized users to create temporary vehicle passes.
- 3.1.1.2.3.21 The system shall record the following data to create a temporary vehicle pass:
  - a. Last Name
  - b. First Name
  - c. Middle Name
  - d. Destination
  - e. Purpose of Visit
  - f. Representing
  - g. Start of Visit Date
  - h. End of Visit Date
  - i. Driver's License Number
  - j. Driver's License Expiration Date
  - k. VIN
  - l. Insurance Company
  - m. Vehicle Make
  - n. Vehicle Model

- o. Vehicle Year
- p. Vehicle Color
- q. Commercial Vehicle (Yes/No)
- 3.1.1.2.3.22 The system shall save temporary vehicle passes.
- 3.1.1.2.3.23 The system shall print temporary vehicle passes.
- 3.1.1.2.3.24 The system shall auto-populate all vehicle registration fields if the vehicle has previously been issued a temporary registration through NJIS.
- 3.1.1.2.3.25 The system shall allow the editing of all fields during temporary pass registration.

#### Permanent Vehicle Registration

- 3.1.1.2.3.26 The systems shall allow authorized users to create permanent vehicle registrations.
- 3.1.1.2.3.27 The system shall record the vehicle and personal data required to create a permanent vehicle registration as referenced in Appendix C.
- 3.1.1.2.3.28 The system shall record the following information on the vehicle in addition to information collected in Appendix C:
  - a. State emissions test required (Yes/No)
  - b. Date emissions inspection passed, if applicable
  - c. Date emissions inspection expires, if applicable
  - d. Individual contact information
  - e. Date the deployment begins
  - f. Date the deployment ends
- 3.1.1.2.3.29 The system shall maintain the following information on a registered driver:
  - a. History of Military Issued Traffic Tickets
  - b. Total Points (against the driver)
  - c. Dates of Points Received
  - d. Name of Judge(s)
  - e. Location(s) of Assignment of Points
  - f. Expiration dates for each point
  - g. Suspension (Yes/No)
  - h. Suspension history including
    - i. Date of Suspension
    - ii. Date of Restoration
    - iii. Reason for Suspension
    - iv. Location of Revocation (UIC/RUC)
  - i. Driving Privileges Revoked (Yes/No)
    - i. Date Revoked
    - ii. Reason for Revocation
    - iii. Location of Revocation (UIC/RUC)
  - j. List of All Tickets (against the driver)
  - k. Disposition of Trial (for each citation)
- 3.1.1.2.3.30 The system shall allow the user to print permanent vehicle registrations.
- 3.1.1.2.3.31 The system shall save the created permanent vehicle registrations.
- 3.1.1.2.3.32 The system shall generate a vehicle registration report with user defined fields.

- 3.1.1.2.3.33 The system shall indicate if a registered vehicle has been towed.
- 3.1.1.2.3.34 The system shall record the location to which the vehicle was towed.
- 3.1.1.2.3.35 The system shall indicate if the owner has been notified (Yes/No).
- 3.1.1.2.3.36 The system shall record the date the owner was notified.
- 3.1.1.2.3.37 The system shall record the date the owner retrieved the car.
- 3.1.1.2.3.38 The system shall record the fine the owner paid.
- 3.1.1.2.3.39 The system shall indicate if the vehicle was operational.
- 3.1.1.2.3.40 The system shall display the name, grade, unit (UIC/RUC), and address of the vehicle owner.

#### Deployment Lot Vehicle Registration

- 3.1.1.2.3.41 The system shall allow authorized users to create a new registration for vehicles to be parked at the deployment lot.
- 3.1.1.2.3.42 The system shall generate a receipt for the individual leaving their vehicle.
- 3.1.1.2.3.43 The system shall record the anticipated return date of the member.
- 3.1.1.2.3.44 The system shall record the date the vehicle was returned to the owner.
- 3.1.1.2.3.45 The system shall record the condition of the vehicle and annotate any damage existing on the vehicle when checked in for safekeeping.

#### 3.1.1.2.4 [Manage Communications Log](#)

- 3.1.1.2.4.1 The system shall generate a Communications Log number.
- 3.1.1.2.4.2 The system shall save each line entry of communications with the desk as in Appendix C. Additional information recorded includes:
  - a. Who
  - b. Why
  - c. Result
  - d. Time (generated by the system)
- 3.1.1.2.4.3 The system shall allow the user to print a copy of the Communications Log.
- 3.1.1.2.4.4 The system shall save a copy of the Communications Log.
- 3.1.1.2.4.5 The system shall be able to export the Communications Log.
- 3.1.1.2.4.6 The system shall enable all of the fields on the Communications Log to be searchable.
- 3.1.1.2.4.7 The system shall record patrolman dispatches.
- 3.1.1.2.4.8 The system shall save the following data for the dispatch of patrolmen:
  - a. System Generated Unique Identifier
  - b. Name of Patrolman (all)
  - c. Rank of Patrolman (all)
  - d. Time of Dispatch
  - e. Dispatch Location (address)
  - f. Registered Weapon(s) (on premises) (Yes/No)
  - g. Reason for Dispatch (type of incident)
  - h. Patrolmen Cleared (Yes/No)
  - i. Time Cleared
  - j. Cleared by

3.1.1.2.4.9 The system shall allow the user to save a patrolman dispatch file.

#### 3.1.1.2.5 Manage Desk Journal

3.1.1.2.5.1 The system shall allow the user to create individual Desk Journal entries.

3.1.1.2.5.2 The system shall associate Desk Journal entries with the user on desk duty.

3.1.1.2.5.3 The system shall save Desk Journal entries in accordance with current instruction. Data elements recorded include information in Appendix C and the following:

- a. Entry Number (generated by the system)
- b. Time of Entry (generated by the system)
- c. Incident Description
  - i. Who (free text)
  - ii. What (free text)
  - iii. When (free text)
  - iv. Where (free text)
- d. Action Taken (free text)
- e. Notifications

3.1.1.2.5.4 The system shall provide Rich Text Formatting for all free text fields.

3.1.1.2.5.5 The system shall allow the user to restrict access to the Desk Journal entries he or she created.

3.1.1.2.5.6 The system shall create a Desk Journal Report displaying the following:

- a. Date Time Group (of start of the Desk Journal)
- b. Report Creator
- c. Incident Text (displayed chronologically)
- d. Associated Text (who, when, where)
- e. Data presented in a tabular format

3.1.1.2.5.7 The system shall auto-populate the standard contents of the Desk Journal.

3.1.1.2.5.8 The system shall allow for the use of entries from the Communications Log to initiate an entry in the Desk Journal.

3.1.1.2.5.9 The system shall save the Desk Journal.

#### 3.1.1.2.6 Track Debarment Information

3.1.1.2.6.1 The system shall allow for the entry of debarment information in accordance with reference material in Appendix C.

3.1.1.2.6.2 The system shall search its data to determine if a company or individual has been debarred.

3.1.1.2.6.3 The system shall record the length of the debarment.

3.1.1.2.6.4 The system shall record the reason for the debarment.

3.1.1.2.6.5 The system shall record the company or individual name.

3.1.1.2.6.6 The system shall record the "Doing Business As" identity of the company or individual.

3.1.1.2.6.7 The system shall create a Debarment Report.

#### 3.1.1.2.7 Manage Lost and Found

- 3.1.1.2.7.1 The system shall allow authorized users to create lost and found records capturing data as required in Appendix C.
- 3.1.1.2.7.2 The system shall record each person involved in the chain of custody of the property.
- 3.1.1.2.7.3 The system shall save the following data for the person receiving the property:
  - a. Last Name
  - b. First Name
  - c. Street Address
  - d. State
  - e. City
  - f. Phone Number
- 3.1.1.2.7.4 The system shall have the ability to print a Property Custody receipt.
- 3.1.1.2.7.5 The system shall enable the user to edit the fields in a Property Custody receipt.
- 3.1.1.2.7.6 The system shall allow the user to edit all fields (except the system generated identification numbers) in the lost and found portion of the system.
- 3.1.1.2.7.7 The system shall allow the disposition authority to electronically sign the custody record.
- 3.1.1.2.7.8 The system shall generate a lost and found report by UIC/RUC.

#### 3.1.1.2.8 Manage Traffic Citations

- 3.1.1.2.8.1 The system shall allow authorized users to create a traffic citation record.
- 3.1.1.2.8.2 The system shall save data to create a traffic citation record in accordance with DD 1408 and DD 1805.
- 3.1.1.2.8.3 The system shall allow the user to edit all fields in the traffic citation data.
- 3.1.1.2.8.4 The system shall save traffic citations.
- 3.1.1.2.8.5 The system shall save adjudicated traffic citations.
- 3.1.1.2.8.6 The system shall save the results of the case adjudication.
- 3.1.1.2.8.7 The system shall create a Citation Disposition Report.
- 3.1.1.2.8.8 The system shall save Citation Disposition Reports.
- 3.1.1.2.8.9 The system shall save adjudicated traffic citations with assessed points.
- 3.1.1.2.8.10 The system shall automatically void points against a driver once the points have expired.
- 3.1.1.2.8.11 The system shall allow the user to edit the following information:
  - a. All Revocation Information
  - b. All Suspension Information
  - c. All Points
- 3.1.1.2.8.12 The system shall identify the person who edited the data when a revocation is edited.
- 3.1.1.2.8.13 The system shall record the reason for editing revocation information.
- 3.1.1.2.8.14 The system shall indicate if a company or individual has been restricted.
- 3.1.1.2.8.15 The system shall record the length of the restriction.
- 3.1.1.2.8.16 The system shall record the reason for the restriction.
- 3.1.1.2.8.17 The system shall maintain availability of the courtrooms used by the court.
- 3.1.1.2.8.18 The system shall maintain the status of each judge including:

- a. Dates available
- b. Dates unavailable
- 3.1.1.2.8.19 The system shall allow the user to reschedule a case from the docket if it is not convened by the court date.
- 3.1.1.2.8.20 The system shall display to authorized users the scheduled court date, time, and location of the hearing or trial.
- 3.1.1.2.8.21 The system shall generate a court docket covering the next four weeks on the first day of each week.
- 3.1.1.2.8.22 The system shall display the court docket to authorized users.
- 3.1.1.2.8.23 The system shall allow the user to review a copy of the docket.
- 3.1.1.2.8.24 The system shall allow an authorized user (scheduler/Court Clerk) to modify the docket.
- 3.1.1.2.8.25 The system shall allow the user to republish the court docket at any time.
- 3.1.1.2.8.26 The system shall maintain an audit log tracking the following:
  - a. List of Changes
  - b. Name of Person Making Changes (for each item)
  - c. Reason for the Change (for each item)
  - d. Original Content (for each item)
  - e. Dates of Changes (for each item)
- 3.1.1.2.8.27 The system shall have the ability to generate a docket report in tabular or individual case formats.
- 3.1.1.2.8.28 The system shall have the ability to print a docket report based on user-defined criteria.
- 3.1.1.2.8.29 The system shall allow an authorized user to generate a docket report sorted or grouped by one or more of the data items listed in the docket.
- 3.1.1.2.8.30 The system shall sort the default docket fields based on user-defined criteria.
- 3.1.1.2.8.31 The system shall prohibit unauthorized individuals from making changes to the docket contents.
- 3.1.1.2.8.32 The system shall enable a user to query the docket by each of the report fields.
- 3.1.1.2.8.33 The system shall print the default docket and any of the reports generated by the users.
- 3.1.1.2.8.34 The system shall export the docket as indicated in the Export section of the Functional Requirements.
- 3.1.1.2.8.35 The system shall create an official trial record.

#### 3.1.1.2.9 [Manage Field Interviews](#)

- 3.1.1.2.9.1 The system shall allow for the creation of Field Interview Cards in accordance with OPNAV 5580 or current instruction.
- 3.1.1.2.9.2 The system shall allow for the creation of a suspicious activity report.
- 3.1.1.2.9.3 The system shall record the contents of the dispatched patrolmen's OPNAV 5580/21 Field Interview Card.

#### 3.1.1.2.10 [Conduct Background Record Checks](#)

- 3.1.1.2.10.1 The system shall allow for the user to conduct a background check of individuals/companies.
- 3.1.1.2.10.2 The system shall link all related information related to an individual/company and make it available for the background check.
- 3.1.1.2.10.3 The system shall allow the user to export a background check report on an individual/company
- 3.1.1.2.10.4 The system shall allow the user to save a background check report on an individual/company.

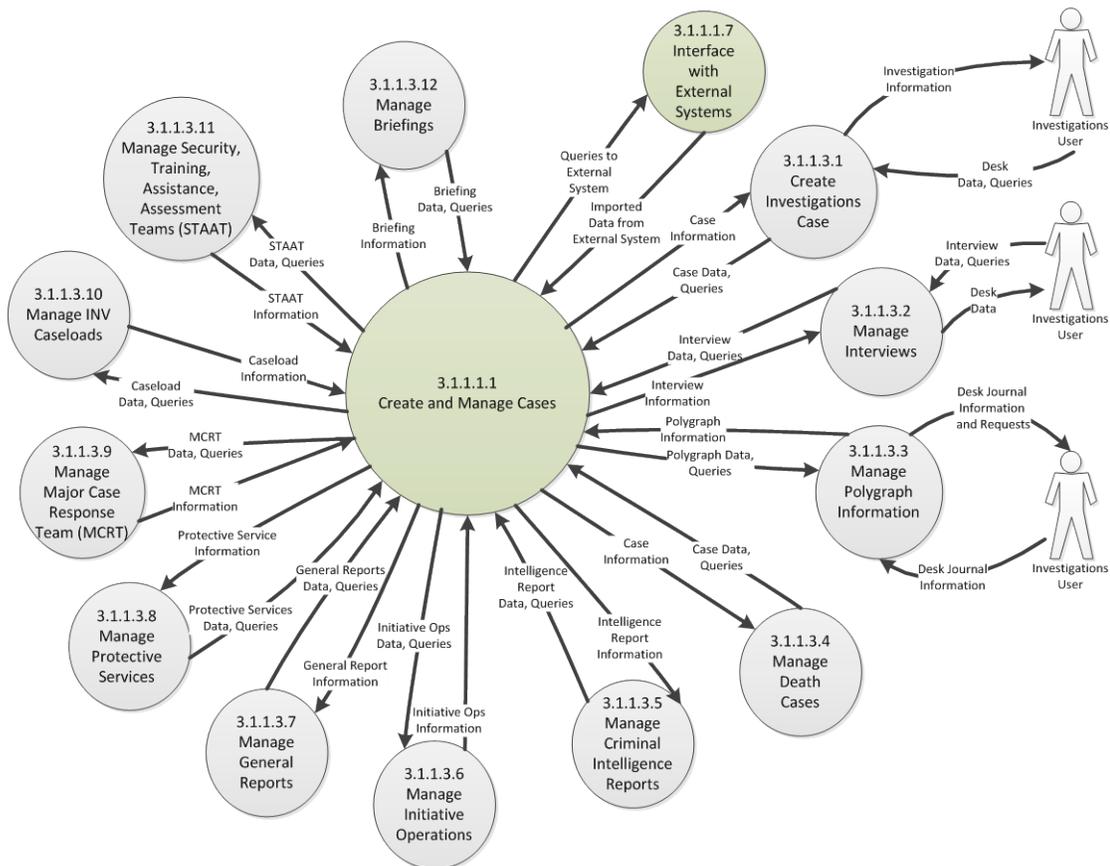
### 3.1.1.3 Manage Investigations Activities

Investigations (INV) consist of the following unique functional areas:

**Table 7 - Manage Investigations Activities**

3.1.1.3.1	Create Investigations Case
3.1.1.3.2	Manage Interviews
3.1.1.3.3	Manage Polygraph Information
3.1.1.3.4	Manage Death Cases
3.1.1.3.5	Manage Criminal Intelligence Reports
3.1.1.3.6	Manage Initiative Operations
3.1.1.3.7	Manage General Reports
3.1.1.3.8	Manage Protective Services
3.1.1.3.9	Manage Major Case Response Team (MCRT)
3.1.1.3.10	Manage INV Caseloads
3.1.1.3.11	Manage Security, Training, Assistance, Assessment Teams (STAAT)
3.1.1.3.12	Manage Briefings

#### 3.1.1.3 Investigations



**Figure 8 - Manage Investigations Activities Diagram**

### 3.1.1.3.1 Create Investigations Case

- 3.1.1.3.1.1 The system shall create an investigations case by capturing data required by current policy, in Appendix C and to include the following:
  - a. Initiated by Hotline (Yes/No)
  - b. Initiated by Text Tip (Yes/No)
  - c. Case Number (used by other organization)
  - d. Case Sensitive (Yes/No)
  - e. Case Involves Death (Yes/No)
  - f. Case Involves Suicide (Yes/No)
  - g. Case Involves Minors (Yes/No)
  - h. Case Involves Detainee Abuse (Yes/No).
  - i. Opened as a Result of Whistle Blowing (Yes/No)
  - j. Result of call to Fraud/Waste/Abuse Hotline (Yes/No)
  - k. Case Involves Child Pornography (Yes/No)
  - l. Is the Deceased a Detainee (Yes/No)
- 3.1.1.3.1.2 The system shall allow LE/INV users to generate and assign a unique number that will be appended to the enterprise control number created. The format for the unique number is DDMMMYYYY-xxxx-#####-XXXPP/D. The core LE/INV Case Control Number (INV CCN) includes: (this is the same requirement as 3.1.1.2.1.2)
  - a. DD (numeric)
  - b. MMM (alphabetic)
  - c. YYYY (numeric)
  - d. x = Office Code (4 digits)
  - e. # = Sequential Numbers (5 digits)
  - f. X = Case Category Code (up to 3 digits)
  - g. P = Project Code (2 digits)
  - h. D = Disposition Code (1 digit)
  - i. For USN LE, the CCN is similar except Office Code is replaced with Reporting UIC (5 digit)
- 3.1.1.3.1.3 The system shall allow INV authorized users to associate the level of interest when opening a case (if applicable). These levels are:
  - a. Level I - Investigations and certain criminal initiative operations that have a major impact at the Seat of Government (SOG) level, involve national security or involve the operational capability or effectiveness of the Department of the Navy. Priority I will not be assigned without prior consultation with the appropriate Headquarters department.
  - b. Level II - All other investigations, initiative operations, and criminal intelligence report (INFO) reports will be designated Priority II.
- 3.1.1.3.1.4 The system shall track and display to authorized users documentation and action due dates for user-identified criteria (i.e. Priority Level I and II for investigations).
- 3.1.1.3.1.5 The system shall allow the user to indicate a case attribute (e.g. special interest for investigations-- DSI, SI, SAC Interest, EAD Interest).

- 3.1.1.3.1.6 The system shall allow the user to cancel a case attribute (e.g. special interest for investigations-- DSI, SI, SAC Interest, EAD Interest).
- 3.1.1.3.1.7 The system shall record the name of the case agent.
- 3.1.1.3.1.8 The system shall record the name of the case supervisor.
- 3.1.1.3.1.9 The system shall record the name(s) of multiple participating agents.
- 3.1.1.3.1.10 The system shall create an investigations case by auto-populating previously saved data.
- 3.1.1.3.1.11 The system shall allow the authorized user to re-assign agents at any stage of the case.
- 3.1.1.3.1.12 The system shall enable the user to assign a Participating agent(s) at any stage of the investigation with no limitation to the number of agents added to a single case.
- 3.1.1.3.1.13 The system shall indicate if the victim changed status from Restricted to Unrestricted where applicable.
- 3.1.1.3.1.14 The system shall indicate if the case contains Financial Privacy (FP) data (Yes/No).
- 3.1.1.3.1.15 The system shall allow the user to create an FP warning on a cover sheet.
- 3.1.1.3.1.16 The system shall indicate if the person has been associated with a crime.
- 3.1.1.3.1.17 The system shall generate a report for each investigation.
- 3.1.1.3.1.18 The system shall provide notification to authorized users when recurring reports are available.
- 3.1.1.3.1.19 The system shall allow authorized users to schedule recurring reports.
- 3.1.1.3.1.20 The system shall prevent unauthorized personnel from viewing investigative data.
- 3.1.1.3.1.21 The system shall prevent unauthorized personnel from viewing Reports of Investigation.
- 3.1.1.3.1.22 The system shall allow an authorized user to permit specific personnel to view Investigations information.
- 3.1.1.3.1.23 The system shall indicate if a Forensics Consultant was used (Yes/No).
- 3.1.1.3.1.24 The system shall record the following Forensics Consultant information:
  - a. Last Name
  - b. First Name
  - c. Start Date of Case Involvement
  - d. End Date of Case Involvement
  - e. Assistance Provided by Consultant (free text)
- 3.1.1.3.1.25 The system shall maintain a list of Consultants information to include:
  - a. Last Name
  - b. First Name
  - c. Forensics Specialty
  - d. Location
- 3.1.1.3.1.26 The system shall attach supplemental reports to reports that have been designated as final and/or allow for an investigation to be reopened.
- 3.1.1.3.1.27 The system shall prohibit the deletion of a record of file.
- 3.1.1.3.1.28 The system shall allow for a record of file to be voided based on user roles with specific restrictions.

- 3.1.1.3.1.29 The system shall record leads for the case to include the following information:
  - a. Text of Lead
  - b. Response to Lead
  - c. Date Lead Received
  - d. Lead Assigned to
- 3.1.1.3.1.30 The system shall have the ability to cancel leads by authorized users.
- 3.1.1.3.1.31 The system shall allow for the ability of the lead office to forward a lead.
- 3.1.1.3.1.32 The system shall indicate the progress of the report as follows:
  - a. Draft
  - b. Review
  - c. Approved
  - d. Published
- 3.1.1.3.1.33 The system shall implement workflows for the processing of an investigations case not involving deaths.
- 3.1.1.3.1.34 The system shall not permit a document or attachment to be changed once the document is published.

#### 3.1.1.3.2 Manage Interviews

- 3.1.1.3.2.1 The system shall record the date and time of the interview.
- 3.1.1.3.2.2 The system shall record the name of the interviewee.
- 3.1.1.3.2.3 The system shall allow the user to add a free text field.
- 3.1.1.3.2.4 The system shall save the reason for the interview and include the following information:
  - a. Suspect
  - b. Person of Interest
  - c. Victim
  - d. Witness
- 3.1.1.3.2.5 The system will auto-populate the required fields if the interviewee's information is already entered into NJIS.
- 3.1.1.3.2.6 The system shall allow the user to edit the auto-populated fields.

#### 3.1.1.3.3 Manage Polygraph Information

- 3.1.1.3.3.1 The system shall record the following polygraph examination information:
  - a. Date of Polygraph Examination
  - b. Name of Polygraph Examiner
    - i. Last Name
    - ii. First Name
    - iii. Middle Name
  - c. Credential ID Number
  - d. Name of Person Examined
  - e. Reason for Polygraph
  - f. Type of Polygraph
  - g. Examiner's Analysis (free text)

- h. Polygraph Approval Number
- i. Case Supported by Polygraph Examination
- 3.1.1.3.3.2 The system shall submit a request for a polygraph examination.
- 3.1.1.3.3.3 The system shall generate a unique polygraph exam number for each polygraph approved.
- 3.1.1.3.3.4 The system shall record the date of the approval.
- 3.1.1.3.3.5 The system shall maintain the names of qualified polygraph examiners including:
  - a. Credential ID Number
  - b. Currency Expiration Date
  - c. Last Name
  - d. First Name
  - e. Status
  - f. SSN/EDIPI
  - g. DOB
  - h. Gender
- 3.1.1.3.3.6 The system shall generate a unique approval number for each polygraph administered.
- 3.1.1.3.3.7 The system shall auto-populate any fields relating to the subject or the examiner if they are already contained within NJIS.
- 3.1.1.3.3.8 The system shall record a refusal for a subject if the subject refuses to take a polygraph examination (Yes/No).
- 3.1.1.3.3.9 The system shall record the final outcome of the polygraph examination (resolved/unresolved).
- 3.1.1.3.3.10 The system shall open a closed Counterintelligence Scope Polygraph (CSP) that has been closed for two years or more.
- 3.1.1.3.3.11 The system shall allow CSP's that have been closed more than two years to be retrieved from NCIS RIMS.
- 3.1.1.3.3.12 The system shall have the ability to reopen CSP records that are up to two years beyond the close date.
- 3.1.1.3.3.13 The system shall annotate if there is classified information stored in another system.
- 3.1.1.3.3.14 The system shall indicate if the subject has been administered a polygraph examination previously.
- 3.1.1.3.3.15 The system shall display information about the previous polygraph examination(s) to include:
  - a. Dates of All Previous Polygraph Examinations
  - b. Name of All Previous Polygraph Examiners
  - c. Locations of All Previous Polygraph Examinations
  - d. Polygraph Examination Registration Number

#### 3.1.1.3.4 Manage Death Cases

- 3.1.1.3.4.1 The system shall indicate if the case involves a death (Yes/No).
- 3.1.1.3.4.2 The system shall record the date of the death certificate.
- 3.1.1.3.4.3 The system shall record the data fields to document cause and manner of death.

- 3.1.1.3.4.4 The system shall record the following information about the death:
  - a. Caused by Sudden Infant Death Syndrome (SIDS) and/or Caused by Sudden Unexplained Infant Death (SUID)
  - b. Age of Deceased
  - c. Rank/Rate of Deceased
  - d. Death is the Result of Murder (Yes/No)
  - e. Death is the Result of Murder for Hire (Yes/No)
  - f. Result of Conspiracy to Commit Murder (Yes/No)
  - g. Result of Domestic Violence (Yes/No)
  - h. Manner of Death (drop-down menu to include natural, accidental, suicide, homicide, undetermined and pending)
- 3.1.1.3.4.5 The system shall implement a workflow that moves the investigation file from the investigator to authorized users in the following organizations in the order shown in the processing of the case involving a death:
  - a. Active investigation is completed
  - b. Investigator's supervisor review
  - c. Death Review Panel (DRP)\*
  - d. Field office supervisor review
  - e. Submission to DRB if applicable
  - f. Death Review Board (DRB) Death Review Board NCISHQ
  - g. DRB Chairman (approve waiver) (Yes/No)
  - h. Allow for personnel to be identified (free text)
  - i. Investigator

\*If at any time during the process an investigation does not meet standards to move to the next level, the process will start over.
- 3.1.1.3.4.6 The system shall record the name of the NCISHQ Desk Officer who reviewed the death investigation.
- 3.1.1.3.4.7 The system shall indicate if the death was a suicide (Yes/No).
- 3.1.1.3.4.8 The system shall indicate if the deaths were a result of a murder-suicide (Yes/No).
- 3.1.1.3.4.9 The system shall allow the user to edit the information on the deceased individual.
- 3.1.1.3.4.10 The system shall indicate the approval of the DRB (Yes/No).
- 3.1.1.3.4.11 The system shall allow the DRB to add comments and narrative.
- 3.1.1.3.4.12 The system shall allow the DRP to add comments and narrative to the case.
- 3.1.1.3.4.13 The system shall allow the DRB to indicate if the case involving one or more deaths is complete (Yes/No).
- 3.1.1.3.4.14 The system shall allow the DRP to indicate if the case involving one or more deaths is complete (Yes/No).
- 3.1.1.3.4.15 The system shall record the date the DRP results were presented.
- 3.1.1.3.4.16 The system shall allow the DRP chairman to authorize closure of the investigation.
- 3.1.1.3.4.17 The system shall prohibit DRP closure of an NCIS controlled or NCIS joint death case involving infants or youth and the manner of death is natural or accidental.

- 3.1.1.3.4.18 The system shall record the date the DRB results were presented.
- 3.1.1.3.4.19 The system shall indicate if a DRB waiver was requested (Yes/No).
- 3.1.1.3.4.20 The system shall indicate if a DRB waiver was granted (Yes/No).
- 3.1.1.3.4.21 The system shall record the date of the waiver request.
- 3.1.1.3.4.22 The system shall record the date of the waiver grant.
- 3.1.1.3.4.23 The system shall search the DRB requests by each DRB field.
- 3.1.1.3.4.24 The system shall indicate if a DRP waiver was granted (Yes/No).
- 3.1.1.3.4.25 The system shall record the date of the waiver request.
- 3.1.1.3.4.26 The system shall record the date of the waiver grant.
- 3.1.1.3.4.27 The system shall list unresolved DRB requests.
- 3.1.1.3.4.28 The system shall list unresolved DRP requests.
- 3.1.1.3.4.29 The system shall maintain a record for each death.
- 3.1.1.3.4.30 The system shall relate all of the deaths involved in a case with a single investigation LE/INV CCN.
- 3.1.1.3.4.31 The system shall implement a workflow established specifically for the processing of an investigations case involving one or more deaths. These workflows include the DRB and the DRP as approval authorities.
- 3.1.1.3.4.32 The system shall display to authorized user members of a DRB when a case is reassigned.
- 3.1.1.3.4.33 The system shall display to authorized user members of a DRP when a case is reassigned.
- 3.1.1.3.4.34 The system shall allow authorized user DRP members to view all available case information.
- 3.1.1.3.4.35 The system shall enable the authorized user DRP members to submit a request for DRB review.
- 3.1.1.3.4.36 The system shall allow authorized user DRB members to view all available case information.
- 3.1.1.3.4.37 The system shall automatically upload the case information to the Defense Central Index of Investigations (DCII) once a case is closed (pending approval from DMDC).
- 3.1.1.3.4.38 The system shall indicate whether or not a psychological autopsy was performed (Yes/No).
- 3.1.1.3.4.39 The system shall allow the user to provide case information as email attachments to entities outside the DON.
- 3.1.1.3.4.40 The system shall record:
  - a. Where E-mail Sent
  - b. When E-mail Sent
  - c. By Whom E-mail Sent
  - d. Date E-mail Received
  - e. Subject of E-mail
- 3.1.1.3.4.41 The system shall record the recommendations of the DRB from the following options:
  - a. No DRB (due to outstanding administrative work)
  - b. Investigation Passed

- c. DRB Directed Armed Forces Institute of Pathology (AFIP) Review (prior to making a determination)
- d. DRB Directed Clarification/Analysis
- 3.1.1.3.4.42 The system shall provide free text fields to record the results of a DRB review.
- 3.1.1.3.4.43 The system shall create multiple DRB requests.
- 3.1.1.3.4.44 The system shall allow NCISHQ DRB to review any death investigation that is open, closed, or archived.
- 3.1.1.3.4.45 The system shall save information to be used for the following:
  - a. DRP/DRB Review Criteria (to support law enforcement agencies outside NCIS)
  - b. DRP/DRB Review Criteria (when USN or USMC Commanders require specific phase investigative assistance)
  - c. DRP/DRB Review Criteria (when information relative to the details and/or disposition of an investigation is conducted pursuant to a command member's death occurring within another Law Enforcement Agency's (LEA) jurisdiction)

#### 3.1.1.3.5 Manage Criminal Intelligence Reports

- 3.1.1.3.5.1 The system shall save the text of the report in a free text field.
- 3.1.1.3.5.2 The system shall auto-populate all fields for which applicable information is available.
- 3.1.1.3.5.3 The system shall auto-populate appropriate fields with data imported from CLEOC.
- 3.1.1.3.5.4 The system shall generate an LE/INV CCN for each report.
- 3.1.1.3.5.5 The system shall associate the Criminal Intelligence Report (CIR) document number with an INV CCN.
- 3.1.1.3.5.6 The system shall use pre-established workflows to distribute the contents of a CIR, an IA, or an ROI.
- 3.1.1.3.5.7 The system shall save the reports.
- 3.1.1.3.5.8 The system shall identify supplemental reports as tied to a main report.

#### 3.1.1.3.6 Manage Initiative Operations

- 3.1.1.3.6.1 The system shall capture the type of Special Operation (SO)/Undercover Operation (UO).
  - a. Starting Date
  - b. Ending Date
  - c. Due Date
  - d. Revalidation Date
- 3.1.1.3.6.2 The system shall capture the names of the agents participating in the SO/UO.
- 3.1.1.3.6.3 The system shall capture the location(s) of the target area.
- 3.1.1.3.6.4 The system shall allow the agent to close the Operation.
- 3.1.1.3.6.5 The system shall capture the close date of the Operation.
- 3.1.1.3.6.6 The system shall allow the user to cancel an Operation.
- 3.1.1.3.6.7 The system shall allow the supervisor to edit case information.

- 3.1.1.3.6.8 The system shall allow the supervisor to enter information for the agent.
- 3.1.1.3.6.9 The system shall allow leads to be cancelled.
- 3.1.1.3.6.10 The system shall capture the type of SO/UO operation.
- 3.1.1.3.6.11 The system shall maintain a count of the types of cases and information's generated and the totals.
- 3.1.1.3.6.12 The system shall capture and accumulate statistics on operations. The statistics shall include:
  - a. Totals for this reporting period are as follows:
    - i. Number of Suspects Arrested:
    - ii. Number of targets investigated: Multiple
    - iii. Cooperating Witnesses used:
    - iv. Cooperating Agencies:
    - v. NCIS Funds Expended: 0
    - vi. Number of oral/wire intercepts: 0
    - vii. Gang Awareness Briefings: 0
    - viii. ROI (Info) written: 0
  - b. Cumulative totals for this operation are as follows:
    - i. Number of Suspects Arrested:
    - ii. Number of targets investigated: Multiple
    - iii. Cooperating Witnesses used:
    - iv. Cooperating Agencies:
    - v. NCIS Funds Expended: 0
    - vi. Number of oral/wire intercepts: 0
    - vii. Gang Awareness Briefings: 0
    - viii. ROI (Info) written: 0
  - c. The system shall capture financial information for each operation to include:
    - i. EEE Expenditures
    - ii. Evidence purchases
- 3.1.1.3.6.13 The system shall not allow a case to be closed until all leads have been addressed.

### 3.1.1.3.7 Manage General Reports

- 3.1.1.3.7.1 The system shall allow the user to create a cover page for each report as needed.
- 3.1.1.3.7.2 The system shall include the LE/INV CCN on the cover page.
- 3.1.1.3.7.3 The system shall allow the user to associate and attach case exhibits to a report.

### 3.1.1.3.8 Manage Protective Services

- 3.1.1.3.8.1 The system shall record the type of Protective Service Operation (PSO) (e.g. NCIS assigned, High-Risk Billet (HRB) (Navy Activity (NA)/Marine Activity (MA)), or Army (AR), Air Force (AF), OSD (PN), Joint (COCOM), JT, or other USG agency (U.S.)).
- 3.1.1.3.8.2 The system shall record the identity of the HRB (Name, Title, Rank, and Country).
- 3.1.1.3.8.3 The system shall record the start and end dates of the PSO.

- 3.1.1.3.8.4 The system shall record the names of the participants in the PSO to include Name, Title, Agency, Office Location, and Role in the mission Personal Security Advisor (PSA), Assistant PSA (APSA), Shift Lead, Driver, Surveillance, Advance, Control/Command Post, or Detail Member).
- 3.1.1.3.8.5 The system shall record the location(s) of the PSO (City, State, and Country).
- 3.1.1.3.8.6 The system shall allow the agent to close a PSO.
- 3.1.1.3.8.7 The system shall record the close date of a PSO.
- 3.1.1.3.8.8 The system shall allow the user to cancel a PSO.
- 3.1.1.3.8.9 The system shall record the reason the PSO was cancelled (free text).
- 3.1.1.3.8.10 The system shall allow the user to edit or overwrite PSO case information.
- 3.1.1.3.8.11 The system shall allow the PSO supervisor to edit case information.
- 3.1.1.3.8.12 The system shall allow the PSO supervisor to enter information for the PSO agent.
- 3.1.1.3.8.13 The system shall record leads for PSO planning.
- 3.1.1.3.8.14 The system shall allow leads to be cancelled.
- 3.1.1.3.8.15 The system shall provide a help function for PSO users.
- 3.1.1.3.8.16 The system shall restrict access to PSO data based on user access roles.
- 3.1.1.3.8.17 The system shall allow agents to generate PSO Leads.
- 3.1.1.3.8.18 The system shall maintain a count of the types of missions and the totals of each mission.
- 3.1.1.3.8.19 The system shall follow user defined naming conventions for storing PSO data.
- 3.1.1.3.8.20 The system shall record and accumulate statistics on PSO missions. The statistics shall include:
  - a. Locations
  - b. Personnel Protected
  - c. Personnel Deployed
  - d. Cost of the Deployment
  - e. Reason for the Deployment
  - f. Requester (Agency, Command Requesting)
  - g. HRB, Title, HRB Country
  - h. Total number of hours of mission NCIS and other personnel support to include pre-mission, actual mission and post-mission man hours.
  - i. INV funds (travel)
  - j. Extraordinary Expenditure Expenses (EEE)
  - k. Command funds
  - l. PIU product number (executive protection overview or other product)
  - m. Mission notes (free text)
- 3.1.1.3.8.21 The system shall record the close date entered by an authorized user.
- 3.1.1.3.8.22 The system shall record financial information for each operation to include:
  - a. Transportation
  - b. Communications
  - c. Lodging
  - d. Food
  - e. Consulting

- 3.1.1.3.8.23 The system shall not allow a case to be closed until all leads have been addressed.
- 3.1.1.3.8.24 The system shall provide the capability to access Physical Security unclassified vulnerability assessment reports.

#### 3.1.1.3.9 Manage Major Case Response Team (MCRT)

- 3.1.1.3.9.1 The system shall record data on the usage of the MCRT to include:
  - a. Date and Time MCRT Dispatched
  - b. Number of People Dispatched
  - c. Location Dispatched
  - d. Forensic Consultant Contacted (Yes/No)
  - e. Date/Time Forensics Consultant Contacted
  - f. Forensics Consultant Used (Yes/No)
  - g. Summary of Assistance the Forensics Consultant Provided (free text)

#### 3.1.1.3.10 Manage INV Caseloads

- 3.1.1.3.10.1 The system shall indicate which of the assigned investigators is the case agent.
- 3.1.1.3.10.2 The system shall allow the user to add additional investigators to a case.
- 3.1.1.3.10.3 The system shall allow the user to remove investigators from a case.
- 3.1.1.3.10.4 The system shall maintain a history of the investigators assigned to a case, to include activities and notes of the previous agents.
- 3.1.1.3.10.5 The system shall generate a report of the history of investigators assigned to a case.
- 3.1.1.3.10.6 The system shall indicate if the case is opened or closed.
- 3.1.1.3.10.7 The system shall indicate the caseload for each agent.
- 3.1.1.3.10.8 The system shall indicate caseloads for each INV office to include subordinate offices.
- 3.1.1.3.10.9 The system shall indicate the number of people assigned to a particular case.

#### 3.1.1.3.11 Manage Security Training, Assistance, Assessment Teams (STAAT)

- 3.1.1.3.11.1 The system shall save STAAT Training Program (9Y05 Training) data to include:
  - a. Mission start date
  - b. Mission end date
  - c. Country (e.g. United States, United Arab Emirates, Japan)
  - d. City (e.g. Norfolk, Virginia)
  - e. Location
  - f. Course Title/Seminar
  - g. Instructor(s) name (List all members of the training team)
  - h. Region PAC/LANT
  - i. Number of USN Military Students
  - j. Number of USN Civilian Students
  - k. Number of USMC Military Students
  - l. Number of USMC Civilian Students
  - m. Number of US Air Force Military Students
  - n. Number of US Air Force Civilian Students

- o. Number of US Army Military Students
  - p. Number of US Army Civilian Students
  - q. Number of USCG Military Students
  - r. Number of USCG Civilian Students
  - s. Number of Foreign Students Military
  - t. Number of Foreign Students Civilian
  - u. Number of Other Students
  - v. Class Total (Number of students)
- 3.1.1.3.11.2 The system shall save 9Y Mission data to include:
- a. Indicate whether a case is open or closed. All STAAT 9Y missions should have an Open date (prior to mission departure to draw the CCN) and a Close date once the mission is completed (with applicable data entered and reports transmitted). ALL CLASSIFIED REPORTS WILL BE TRANSMITTED VIA NREMS
  - b. Region (i.e. LANT or PAC)
  - c. Office code of detachment conducting the report or training (e.g. 2AZE (Europe and Africa Detachment))
  - d. Party requesting the mission (e.g. Third Fleet, FPD Manila, USS George Washington, SWFPAC, MSC, etc.)
  - e. "Event" the mission supports (e.g. CARAT, Pacific Partnership, Portland Rose Festival, Cobra Gold, Fleet Week, etc.)
  - f. Party funding the mission (e.g. STAAT, FPD, Code 10, Field Office, NORTHCOM, etc.)
  - g. Indicate whether a report is required (Yes/No).
  - h. Document number (CCN)
  - i. Type of report (i.e. Port/Airfield Assessment, Assist Visit, CNOIVA, Courtroom, Hotel, Humanitarian, Individual Ship Assessment, Military Working Dog, Pre-Deployment Site Survey, etc.)
  - j. Report classification level (i.e. Unclassified, FOUO, Confidential or Secret)
  - k. Actual date(s) mission began and ended
  - l. AOR Component Commander (COCOM) (e.g. NORTHCOM, PACOM, EUCOM, AFRICOM, SOUTHCOM, CENTCOM)
  - m. Country (e.g. United States, United Arab Emirates, Japan)
  - n. City and State (e.g. Norfolk, Virginia)
  - o. Location (e.g. Naval Support Activity Washington, Hilton Hotel and Casino, Port of France, etc.)
  - p. Name of assessor(s) or instructor(s)
  - q. Number of Personnel assigned to mission
  - r. Total pre-mission man-hours (logistics)
  - s. Total during-mission man-hours
  - t. Total post-mission man-hours (report writing)
  - u. Total mission man-hours
  - v. When is the report due to Headquarters (if applicable)

w. Date report submitted to Headquarters

3.1.1.3.12 Manage Briefings

- 3.1.1.3.12.1 The system shall allow for a briefing to be entered.
- 3.1.1.3.12.2 The system shall enable the user to add data consistent with screen shots provided.
- 3.1.1.3.12.3 The system shall have a free text remarks section on page one of the briefing input screen (e.g. screen shot picture 2).
- 3.1.1.3.12.4 The system shall allow for queries to be conducted by case agent, office, briefing type, etc. (see screen shot second picture 3).
- 3.1.1.3.12.5 The system shall allow for a display of results based on search criteria (see screen shot picture 4)

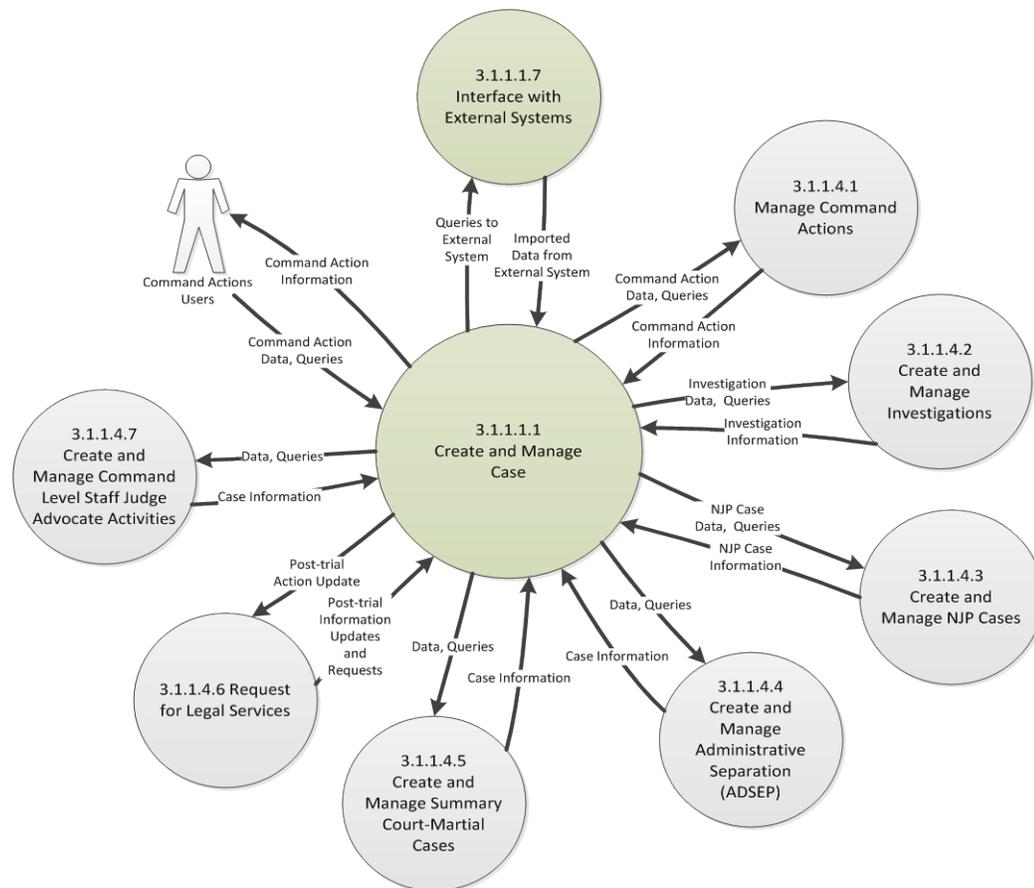
### 3.1.1.4 Manage Command Actions Activities

Command Actions (CMDA) activities deal with Commanding Officers' actions with respect to the subject of a legal action. The Command Actions activities provide an opportunity for the Commanding Officer to participate in the judicial activities. The system will provide the user with the ability to capture data that will allow the tracking of a Special Court-Martial (SPCM), Article 32, and GCM case status. The following functions are discussed in this section:

**Table 8 - Manage Command Actions Activities**

3.1.1.4.1	Manage Command Actions
3.1.1.4.2	Create and Manage Investigations
3.1.1.4.3	Create and Manage NJP Cases
3.1.1.4.4	Create and Manage Administrative Separation (ADSEP)
3.1.1.4.5	Create and Manage Summary Court-Martial Cases
3.1.1.4.6	Request for Legal Services
3.1.1.4.7	Create and Manage Command Level Staff Judge Advocate Activities

#### 3.1.1.4 Manage Command Actions Activities



**Figure 9 - Manage Command Actions Activities Diagram**

#### 3.1.1.4.1 Manage Command Actions

3.1.1.4.1.1 The system shall allow CMDA users to generate and assign a unique number that will be appended to the ECN created. The format will be provided with the Systems/Subsystem Specification (SSS). An example for the unique number for the core CMDA CCN includes:

- a. EEEEEEEEE (EDIPI)
- b. x = UIC/RUC (5 digits)
- c. # = Sequential Numbers (5 digits preceded by N for Navy and M for Marine Corps units)
- d. D = Disposition Code (1 digit)

3.1.1.4.1.2 The system shall record the following information (at a minimum) relating to the disposition of a case; additional data fields may also be required:

- |     |   |       |   |
|-----|---|-------|---|
| a.  | Person Charged (biographical information)                       | qq.   | Guilty  |
| b.  | Disposition Submitted (Yes/No)                                  | rr.   | Not Guilty  |
| c.  | Type of Disposition   | ss.   | Punishment/Results of Trial                         |
| d.  | No Actions  | tt.   | Arrest in Quarters                                  |
| e.  | Dismissed Incident/Case (Yes/No)                                | uu.   | Confinement (bread and water or diminished rations) |
| f.  | Reason (free text)  | vv.   | Confinement (SCM)                                   |
| g.  | Command Investigation (Yes/No)                                  | ww.   | Date confinement begins                             |
| h.  | Investigating Officer Information                               | xx.   | Location of confinement facility                    |
| i.  | Investigation Start Date  | yy.   | Extra Duty  |
| j.  | Investigating Officer Recommendations                           | zz.   | Forfeiture of Pay                                   |
| k.  | Convening Authority's Actions                                   | aaa.  | Reduction in Grade                                  |
| l.  | Date of Convening Authority's Actions                           | bbb.  | Reprimand   |
| m.  | NJP   | ccc.  | Restriction   |
| n.  | Summary Court-Martial   | ddd.  | Vacation of previously suspended NJP/SCM punishment |
| o.  | Referral to Legal Support Services                              | eee.  | Date of Disposition (NJP/SCM)                       |
| p.  | Refer to Special Court-Martial                                  | fff.  | Location of Disposition/Trial                       |
| q.  | Refer to Article 32 Investigation                               | ggg.  | Convening Authority Information                     |
| r.  | General Court-Martial   | hhh.  | Actions taken by Convening Authority (free text)    |
| s.  | Administrative Action   | iii.  | Summary Court-Martial Officer Information           |
| t.  | Censure   | jjj.  | Appeal Submitted (Yes/No)                           |
| u.  | Extra Military Instruction                                      | kkk.  | Date Appeal Submitted                               |
| v.  | Counseling  | lll.  | Reason for Appeal                                   |
| w.  | Denial of Privileges  | mmm.  | Punishment is Unjust                                |
| x.  | Administrative Separation                                       | nnn.  | Punishment is Disproportionate to the Offense       |
| y.  | Type of Discharge   | ooo.  | Restraint/Extra Duty Stayed (Yes/No)                |
| z.  | Request for Conditional Waiver (Yes/No)                         | ppp.  | Superior Authority Acting on Appeal                 |
| aa. | Administrative Board (Yes/No)                                   | qqq.  | Appeal Actions                                      |
| bb. | Board Senior Member & Members                                   | rrr.  | Punishment Set-aside                                |
| cc. | Date of Board   | sss.  | Remission of Punishment                             |
| dd. | Results of Board  | ttt.  | Suspension of Punishment                            |
| ee. | Discharge in Absentia (Yes/No)                                  | uuu.  | Mitigation  |
| ff. | Notification of Rights  | vvv.  | Date of Appeal Actions                              |
| gg. | Acknowledgement of Rights                                       | www.  | Date Member Notified of Appeal Actions              |
| hh. | Required documentation (Affidavit or Certified/Registered mail) | xxx.  | UCMJ Articles/Charges                               |
| ii. | Staff Judge Advocate (SJA) review                               | yyy.  | Reasons for ADSEP                                   |
| jj. | ADSEP Approval Authority Information                            | zzz.  | Detached for Cause                                  |
| kk. | Characterization of Service                                     | aaaa. | Date Detached for Cause Approved                    |
| ll. | Date of Separation  | bbbb. | Resignation   |
| mm. | Letter of Caution   |       |   |
| nn. | Letter of Instruction   |       |   |
| oo. | Description of Charges/Offenses (free text)                     |       |   |
| pp. | Final disposition   |       |   |

cccc. Date Resignation Approved

- 3.1.1.4.1.3 The system shall archive all cases prior to current fiscal year if the case has been closed for more than two years.
- 3.1.1.4.1.4 The system shall have the ability to expunge cases which are “set aside.”
- 3.1.1.4.1.5 The system shall enable an authorized user to set aside all or some portion of the subject named member's punishment.
- 3.1.1.4.1.6 The system shall prevent the viewing of a subject named service member's punishment information once the punishment has been set aside.
- 3.1.1.4.1.7 The system shall ensure the subject named service member’s record does not appear as the result of any search using any criteria if a subject named service member’s punishment is set aside.
- 3.1.1.4.1.8 The system shall permit the following roles to view the record if a subject named service member’s sentence is set aside:
  - a. System Coordinator
- 3.1.1.4.1.9 The system shall allow the suspension of all or some fraction of punishment.
- 3.1.1.4.1.10 The system shall allow the Command to mitigate any portion or the remainder of the subject named service member’s unexecuted punishment.
- 3.1.1.4.1.11 The system shall allow the Command to remiss any portion or the remainder of the subject named service member's unexecuted punishment.
- 3.1.1.4.1.12 The system shall enable the user to view the following documents:
  - a. Original Findings
  - b. Action on Findings
  - c. Summary of Adjudicated Findings
  - d. Approved Findings
- 3.1.1.4.1.13 The system shall prevent editing of any case once it has been archived.
- 3.1.1.4.1.14 The system shall generate the following documents, auto-populating the appropriate fields:

1	a.	Accidental/Intentional Flooding of a Ship	41	aa.	Litigation- Report Investigations
2	b.	Accused's Acknowledgement of Appeal	42		Appointing Order
3		Rights	43	bb.	Litigation-Report Investigation
4	c.	Accused's Notification and Election of	44		Checklist
5		Rights Accused Attached to or Embarked	45	cc.	Litigation-Report Investigation (Needs
6		in a Vessel	46		Judge Advocate's Signature)
7	d.	Acknowledgement of Advance Education	47	dd.	Litigation-Report Investigations Convening
8		Assistance Reimbursement	48		Order
9	e.	Acknowledgement of Rights During	49	ee.	Loss or Excess of Government Funds or
10		Separation Proceedings	50		Property
11	f.	Administrative Separation Board	51	ff.	Misconduct Checklist
12		Convening Order	52	gg.	Motor Vehicle Accidents
13	g.	Administrative Separation Counseling	53	hh.	Non-punitive Letter of Caution
14		Entry	54	ii.	Notification Of Separation Proceedings
15	h.	Aircraft Accident Checklist	55	jj.	Officer NJP Report
16	i.	Article 31 Rights	56	kk.	Pollution Incidents
17	j.	Captain's Mast/Office Hours Guide	57	ll.	Preliminary Inquiry Checklist
18	k.	Charge Sheet	58	mm.	Preliminary Investigative Report
19	l.	Command Investigation Appointing	59	nn.	Privacy Act Record of Disclosure
20		Order	60	oo.	Privacy Act Statement
21	m.	Command Investigation Checklist	61	pp.	Punitive Letter of Reprimand
22	n.	Command Investigation Convening	62	qq.	Record of Authorization for Search
23		Center	63	rr.	Record of Trial Summary Court-Martial
24	o.	Command Investigation	64	ss.	Report of Non-judicial Punishment
25		Report	65	tt.	Report of Proceedings to Vacate
26	p.	Compliance With Section 0221 of the	66		Suspension
27		JAG Manual	67	uu.	Report of Return Absentee
28	q.	Confinement Order	68	vv.	Report of the Board of inquiry
29	r.	Consent to Search	69	ww.	Request for Resignation for Cause
30	s.	Deserter/Absentee Wanted By The	70	xx.	Service Record
31		Armed Forces	71	yy.	Set-aside of Punishment Letter
32	t.	Drafting the CI Report	72	zz.	Summarized Record of Trial
33	u.	Firearm Accidents	73	aaa.	Summary Court-Martial Order (SCMO)
34	v.	Guide for Summary Courts-Martial	74	bbb.	Suspect's Rights Acknowledgement /
35	w.	Health Care Incidents	75		Statement
36	x.	Investigating Officer's Report	76	ccc.	Unit Punishment Book (UPB) NAV/MC
37	y.	Line of Duty (LOD)/Misconduct	77		10132
38		Checklist	78	ddd.	USMC Administrative Separation
39	z.	Litigation - Report Drafting	79		Requirements and Processing Guide
40		Guide	80	eee.	Voluntary Waiver of a Board of Inquiry

- 3.1.1.4.1.15 The system shall allow the user to enter the applicable fields if a required field has not been previously saved.
- 3.1.1.4.1.16 The system shall allow the user to edit all of the auto-populated fields in the generated documents.
- 3.1.1.4.1.17 The system shall prevent editing of any CMDA CCNs or other tracking numbers generated by the system.
- 3.1.1.4.1.18 The system shall auto-populate originating organization's Cognizant Commanders' data.
- 3.1.1.4.1.19 The system shall allow the user to change the Cognizant Commander.
- 3.1.1.4.1.20 The system shall indicate the charges filed against the subject named service member.
- 3.1.1.4.1.21 The system shall save date charges that were filed against the subject named service member.
- 3.1.1.4.1.22 The system shall save the Commanding Officer Action Date.
- 3.1.1.4.1.23 The system shall allow authorized users to record the maximum allowable punishment for each case.
- 3.1.1.4.1.24 The system shall display an alert if the subject named service member's punishment exceeds the amount permissible for NJP and Court-Martial.
- 3.1.1.4.1.25 The system shall search open records by:
  - a. Date Range
  - b. CMDA CCN
  - c. Subject Last Name
  - d. Subject First Name
  - e. UIC/RUC
  - f. SSN/EDIPI
  - g. Status (open/closed)
- 3.1.1.4.1.26 The system shall display the search results as a report.
- 3.1.1.4.1.27 The system shall save all non-punitive measures imposed by the Command to dispose of a military/civilian incident not resulting in NJP or Court-Martial.
- 3.1.1.4.1.28 The system shall permit the Commanding Officer to record that no action was taken to dispose of a military/civilian incident
- 3.1.1.4.1.29 The system shall record the following Command /DoD actions:
  - a. DoD Action Precluded Reason (Yes/No)
  - b. Action Precluded Reason
  - c. DoD Action Precluded Reason Date
  - d. Commanding Officer Action Precluded or Declined for Sexual Assault (Yes/No)

#### 3.1.1.4.2 Create and Manage Investigations

- 3.1.1.4.2.1 The system shall allow the user to create reports (e.g. Preliminary Investigation Report (PIR) (format to be provided).

#### 3.1.1.4.3 Create and Manage NJP Cases

NJP is a disciplinary measure more serious than the administrative corrective measures, but less serious than trial by Court-Martial.<sup>2</sup> In the processing of NJP, the case managements system will still be expected to perform several functions, including tracking the case by a CMDA CCN, generating the expected forms and paper work, track correspondence, and track the status of a NJP case. If the person receiving the punishment chooses to receive a Court-Martial instead, the system will handle this change, maintaining all previously captured information and the results of previous activities. The system shall generate a CMDA CCN for each NJP case created, if a CMDA CCN is not already assigned. The system shall generate all required forms for a NJP case.

3.1.1.4.3.1 The system shall record all required documents for a NJP case.

3.1.1.4.3.2 The system shall auto-populate all NJP forms.

#### 3.1.1.4.4 Create and Manage Administrative Separation

Administrative Separation (ADSEP) is the process by which a Command separates the subject named service member from the USN or USMC. In the event the command processes a case via ADSEP, the NJIS system shall perform the following:

3.1.1.4.4.1 The system shall generate a CMDA CCN for each ADSEP case created, if a CCN is not already assigned.

3.1.1.4.4.2 The system shall generate all required forms for an ADSEP case.

3.1.1.4.4.3 The system shall record all required documents for an ADSEP case.

3.1.1.4.4.4 The system shall auto-populate all ADSEP forms.

#### 3.1.1.4.5 Create and Manage Summary Court-Martial Cases

The Command may recommend a case to be adjudicated via Summary Court-Martial. In the event the command performs a Summary Court-Martial, the NJIS system shall perform the following:

3.1.1.4.5.1 The system shall create a CMDA CCN for all Summary Court-Martial cases, if a CMDA CCN is not already assigned.

3.1.1.4.5.2 The system shall generate all required forms for a Summary Court-Martial case.

3.1.1.4.5.3 The system shall record all required documents for a Summary Court-Martial case.

3.1.1.4.5.4 The system shall auto-populate all Summary Court-Martial forms.

#### 3.1.1.4.6 Request for Legal Services

If the investigation leads to a Court-Martial action that cannot be performed by the Commanding Officer, the command must request legal services from JA.

3.1.1.4.6.1 The system shall transmit the entire case from CMDA to JA for review when the command submits a request for legal services.

3.1.1.4.6.2 The system shall move a case from an active to a review status in CMDA when the command submits a request for legal services.

3.1.1.4.6.3 The system shall permit continuous transmission of a case between CMDA and JA via request for legal services until the case has been closed.

#### 3.1.1.4.7 Create and Manage Command Level Staff Judge Advocate Activities

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<sup>2</sup> Manual for Courts-Martial, 2009, page V-1

- 3.1.1.4.7.1 The system shall provide an alert to the identified user when work requiring action has been received.
- 3.1.1.4.7.2 The system shall allow the data/field owner to accept or deny suggested data modifications from other users or from data provided through an interface.
- 3.1.1.4.7.3 The system shall allow the user to store data that allows the user to track SPCM, Article 32, and GCM progression through the Naval Justice System.
- 3.1.1.4.7.4 The system shall provide a workflow capability to allow the user to manage convening authority Activities.
- 3.1.1.4.7.5 The system shall allow the user to work/process multiple dispositions arising from a single incident. (e.g. process NJP and ADSEP at the same time)
- 3.1.1.4.7.6 The system shall allow the user to assign multiple case elements to separate dispositions to dispose of elements of the case close one activity without closing the entire case.
- 3.1.1.4.7.7 The system shall allow the user to dispose of elements of the case while keeping the case open for further disposition decisions.
- 3.1.1.4.7.8 The system shall allow the user to list previous dispositions (such as previous NJPs) to be allocated for actions such as ADSEPs.
- 3.1.1.4.7.9 The system shall allow users from multiple communities to access their areas of the case simultaneously. (e.g. Service member ordered to brig (COR) and CMDA working post matters.
- 3.1.1.4.7.10 The system shall allow the user to select and associate UCMJ Articles and Specifications in long or short version. (e.g. Art 86, Spec 1 and Article 86 UCMJ .....Specification 1.....)
- 3.1.1.4.7.11 The system shall allow the user to view Reports and associated supporting documents (such as viewing of Article 32 Report and all supporting documentation).
- 3.1.1.4.7.12 The system shall allow the authorized user to select and include the Convening Authority's decision on Article 32 Report.
  - a. Dismiss (the case go away)
  - b. NJP (case is handled via NJP)
  - c. SPCM (case is referred to SPCM)
  - d. GCM (case is referred to GCM)
  - e. Specific Comment box if general input
- 3.1.1.4.7.13 The system shall allow the user to create reports that are formatted to meet correspondence manual requirements in draft and final form. (e.g. drafting of the CA's Referral Decision to the Article 32 Report; drafting of the SJA article 34 advice letter; drafting of the CA's Final Disposition Letter; deferment of confinement, clemency).
- 3.1.1.4.7.14 The system shall allow the user to view of all documents and attachments associated with the case that he/she has access to view.
- 3.1.1.4.7.15 The systems shall populate fields with available data for all reports, forms, documents, letters, etc. (e.g. 48 Hour and the 72 Hour pre –trial Confinement letter).

### 3.1.1.5 Manage Judicial Actions Activities

NJIS will be used to aid the Judge Advocate General of the Navy (JAG) and Staff Judge Advocate to the Commandant of the Marine Corps (SJA to CMC) in the management of cases. The information stored prior to the involvement of the JAG/SJA to CMC will be available for use by USN or USMC judge advocates and their staffs. Additionally, all information within NJIS will be available to auto-populate fields within the Judicial Actions (JA) case management area. Simultaneously, judge advocates will have the ability to create a case, populating the case manually. Once entered into the system, only specified data will be available to the non-Judicial Actions users who have the appropriate permissions. Appendix D shows examples and is the minimum amount of information the JA community collects for each case.

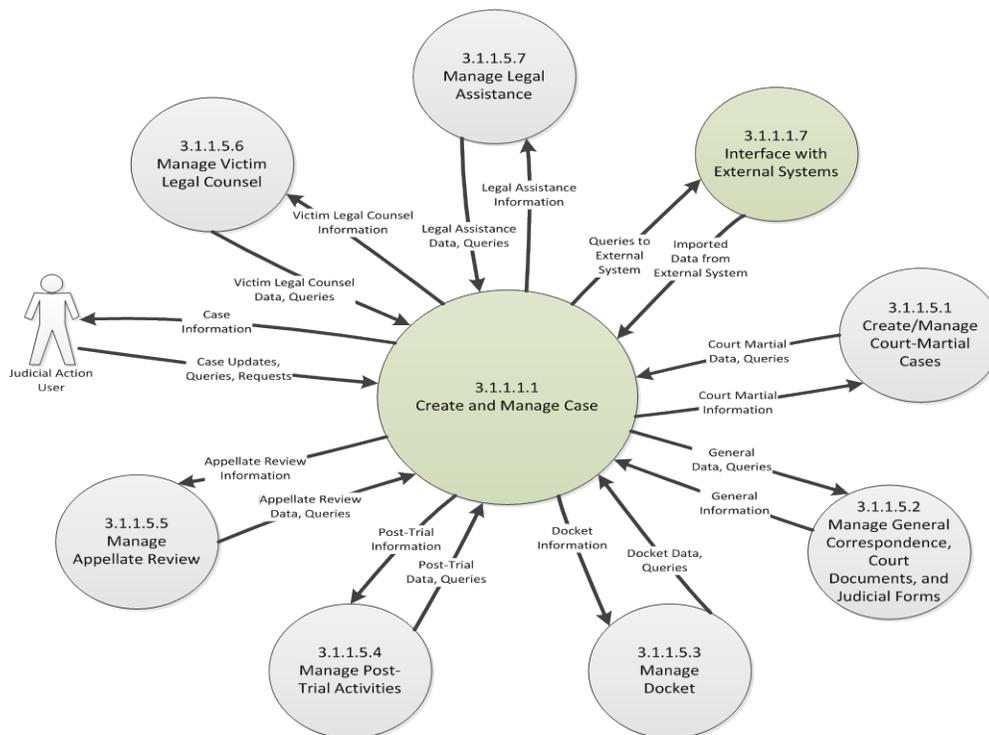
The activities for JA are:

**Table 9 - Manage Judicial Actions Activities**

3.1.1.5.1	Create and Manage Court-Martial Cases
3.1.1.5.2	Manage General Correspondence, Court Documents, and Judicial Forms
3.1.1.5.3	Manage Docket
3.1.1.5.4	Manage Post-Trial Activities
3.1.1.5.5	Manage Appellate Review
3.1.1.5.6	Manage Victim Legal Counsel
3.1.1.5.7	Manage Legal Assistance

Figure 10 provides the general context for NJIS in support of JA.

#### 3.1.1.5 Judicial Actions



**Figure 10 - Manage Judicial Actions Activities Diagram**

### 3.1.1.5.1 Create and Manage Court-Martial Cases

As with the other entities, JA will have the ability to use NJIS to create and manage military justice cases or activities within the system. The system will provide the user with the ability to capture data and track the status of cases. As with the other functional areas, the system will have the ability to auto-populate the fields where the data is previously available.

- 3.1.1.5.1.1 The system shall allow authorized users to create, open, and update a Court-Martial case using previously entered data from Law Enforcement, Investigations, Command Actions, or Corrections.
- 3.1.1.5.1.2 The system shall allow the user to create a case by entering data not previously recorded.
- 3.1.1.5.1.3 The system will allow the user to identify a high visibility case.
- 3.1.1.5.1.4 The system shall allow the user to populate all fields not generated by the system during the creation of a case.
- 3.1.1.5.1.5 The system shall allow the user to edit all case information with the exception of the ECN generated by the system.
- 3.1.1.5.1.6 The system will allow for authorized users to merge or separate cases.
- 3.1.1.5.1.7 The system will require the user to search for a case prior to being able to initiate a case.
- 3.1.1.5.1.8 The system shall allow authorized users to view audit information related to field changes.
- 3.1.1.5.1.9 The system shall store biographical data on the accused as required by current instruction to include:
  - a. The full last name of the accused
  - b. The full first name of the accused
  - c. The full middle name of the accused
  - d. The cadency of the accused
  - e. The date of birth of the accused
  - f. The branch of service of the accused
  - g. The rank of the accused
  - h. The social security number and/or the EDIPI (DoD ID Number) of the accused
  - i. The military occupational specialty code/rate of the accused
  - j. The armed forces active duty base date of the accused
  - k. The end of active service date for the accused
  - l. The race of the accused
  - m. The gender of the accused

- 3.1.1.5.1.10 The system shall allow the user to select the site, command, unit, sub-unit, and legal team.
- 3.1.1.5.1.11 The system shall allow the user to select the location where the accused is being processed (the exception to this is the Marine Corps Installations, which is the site for the commands).
- 3.1.1.5.1.12 The system shall allow the user to select the first General Court-Martial Convening Authority (GCMCA).
- 3.1.1.5.1.13 The system shall allow the user to select the unit of the accused (Special Court-Martial Convening Authority (SCMCA) -- if deployed units are outside the command structure, they have to contact HQMC to add the command).
- 3.1.1.5.1.14 The system shall allow the user to select the immediate command of the accused, such as the company command or section (This may also be the SCMCA -- if deployed units are outside the command structure, contact JAI to add the command).
- 3.1.1.5.1.15 The system shall allow the user to select the legal team that is processing the case.
- 3.1.1.5.1.16 The system shall allow the user to indicate whether the case is being processed by a forward unit.
- 3.1.1.5.1.17 The system shall allow the user to indicate whether the accused was placed into pretrial restraint.
- 3.1.1.5.1.18 The system shall allow the user to indicate the type of pretrial restraint in which the accused was placed.
- 3.1.1.5.1.19 The system shall allow the user to indicate the date the accused was placed into pretrial restraint (This starts the RCM 707 clock if 1. there is a date in this field, 2. the type of restraint is confinement and 3. the date the accused enters pretrial restraint is before the Preferral Date).
- 3.1.1.5.1.20 The system shall allow the user to indicate the date the accused was released from pretrial restraint.
- 3.1.1.5.1.21 The system shall allow the user to indicate the number of days the accused has been in pretrial restraint (will give a running number of days if there is no restraint end date).
- 3.1.1.5.1.22 The system shall allow the user to indicate whether the accused is in the hands of civilian authorities, not for military purposes.
- 3.1.1.5.1.23 The system shall allow the user to indicate the date the accused was placed in the hands of civilian authorities, not for military purposes.
- 3.1.1.5.1.24 The system shall allow the user to indicate the date the accused was released from the hands of civilian authorities, not for military purposes.
- 3.1.1.5.1.25 The system shall calculate the number of days the accused was in the hands of civilian authorities (will give a running number of days in pretrial restraint if there is no restraint end date).
- 3.1.1.5.1.26 The system shall calculate the number of days the accused has been in pretrial restraint and in the hands of civilian authorities (will give a running number of days the accused was in both locations if there is no restraint end date).
- 3.1.1.5.1.27 The system shall store information on the victim or witness and for the victim or witness as required by DD Forms 2701, 2702, 2703, & 2704 or current instruction and to include:

- a. Indication of whether there were victim(s) or witness(es) in the case
- b. Rank and last name of the official who certifies whether there is a victim or witness in the case
- c. User ability allowance to view/modify the VWAP information for the case
- d. Indication of whether victim/witness is civilian or military, and branch of service if he/she is military
- e. Rank of victim/ witness if military; title of victim/witness if civilian
- f. Full last name of victim/witness
- g. Full first name of victim/witness
- h. Full middle name of victim/witness
- i. Full phone number of victim/witness
- j. Full address of victim/witness
- k. Sex of victim/witness
- l. Age of victim/witness
- m. Race of victim/witness
- n. Relationship of victim/witness to the accused
- o. Email address of victim/witness
- p. Date that the DD 2701 form was served
- q. Official that issued the DD 2701 form (usually NCIS agent, CID investigator or military or civilian police)
- r. Date the DD 2702 form was served
- s. Official that issued the DD 2702 form (usually the trial counsel)
- t. Date the DD 2703 form was served
- u. Official that issued the DD 2703 form (usually the trial counsel)
- v. Date the DD 2704 form was completed
- w. Official that issued the DD 2704 form (usually the trial counsel)
- x. Election of notification of change in confinement status

3.1.1.5.1.28 The system shall allow the user to display the information identified below on each screen of the case:

- a. Case Year
- b. ECN
- c. Last name of the accused
- d. First name of the accused
- e. Middle name of the accused
- f. Created By
- g. Date Created
- h. Last Edited By
- i. Date Last Edited
- j. Archive
- k. Archive Date

3.1.1.5.1.29 The system shall allow the user to enter the names of essential court personnel to include:

- a. Trial Counsel's (TC) service
- b. TC's rank
- c. TC's last name
- d. TC's first name
- e. TC's middle name
- f. Assistant TC's service
- g. Assistant TC's rank
- h. Assistant TC's last name
- i. Assistant TC's first name
- j. Assistant TC's middle name
- k. Detailed Defense Counsel's (DC) service
- l. Detailed DC's rank
- m. Detailed DC's last name
- n. Detailed DC's first name
- o. Detailed DC's middle name
- p. Assistant Detailed DC's service
- q. Assistant Detailed DC's rank
- r. Assistant Detailed DC's last name
- s. Assistant Detailed DC's first name
- t. Assistant Detailed DC's middle name
- u. Military Judge's service
- v. Military Judge's rank
- w. Military Judge's last name
- x. Military Judge's first name
- y. Military Judge's middle name
- z. Military Judge's Circuit
- aa. Associate Military Judge's service
- bb. Associate Military Judge's rank
- cc. Associate Military Judge's last name

- dd. Associate Military Judge's first name
  - ee. Associate Military Judge's middle name
  - ff. Associate Military Judge's Circuit
  - gg. TC's case notes (case chronology or other; not to appear in Military Justice (MilJus) report remarks section)
  - hh. Indication of whether there is a civilian DC detailed
  - ii. Civilian DC's last name
  - jj. Civilian DC's first name
  - kk. Civilian DC's middle name
  - ll. Civilian DC's title
  - mm. Civilian DC's firm
  - nn. Civilian DC's address
  - oo. Civilian DC's e-mail
  - pp. Civilian DC's work number
  - qq. Civilian DC's cell number
  - rr. Indication of whether there is an individual Military Counsel detailed
  - ss. Individual Military Counsel's last name
  - tt. Individual Military Counsel's first name
  - uu. Individual Military Counsel's middle name
  - vv. Individual Military Counsel's rank
  - ww. Individual Military Counsel's branch of service
  - xx. Summary Court-Martial Officer's last name
  - yy. Summary Court-Martial Officer's first name
  - zz. Summary Court-Martial Officer's middle name
  - aaa. Summary Court-Martial Officer's branch of service
  - bbb. Summary Court-Martial Officer's rank
  - ccc. Summary Court-Martial Officer's unit
- 3.1.1.5.1.30 The system shall allow for the user to add multiple Judges to a case.
- 3.1.1.5.1.31 The system shall generate Court-Martial forms, populating their fields with information previously recorded.
- 3.1.1.5.1.32 The system shall store findings particular to each charge and each specification to include:
- a. Offense types
  - b. Definitions for offense types
  - c. Charge(s) and specification(s) for which accused is being tried (list of all punitive articles in the UCMJ)
  - d. Paragraph of the charge and specification for which accused is being tried
  - e. Description of paragraph containing charge of the accused
  - f. Text of the charge and specifications for which the accused is being tried
  - g. Enable updating of pleas/findings for the case
  - h. Pleas for each charge and specification
  - i. Judicial findings for each charge and specification
  - j. Pleas to lesser included offenses
  - k. Findings to lesser included offenses

- l. Sex offender registration required
  - m. DNA Collection required
- 3.1.1.5.1.33 The system shall record the sentence adjudication to include:
- a. Disposition type
  - b. Whether the case was contested
  - c. Composition of the contested case
  - d. Review type (post-trial or appellate) required (Article 64, 66, 69(a), 69(b), and 73)
  - e. Interlocutory appeals (yes/no)
    - a. If yes, then the system shall allow the user to capture:
      - i. The date of the appeal
      - ii. The date of ruling
      - iii. The date the appeal was filed
      - iv. Proceeding stayed (yes/no)
      - v. Article type
  - f. Type of discharge accused received, if any
  - g. Indication of whether confinement was required
  - h. Actual confinement time adjudged in the case
  - i. Indication of whether there were forfeitures
  - j. Amount of forfeitures adjudged
  - k. Automatic forfeitures (yes/no)
  - l. Indication of whether there was rank reduction in the case
  - m. Rank to which accused was reduced
  - n. Indication of whether there was a fine in the case
  - o. Indication of whether the restriction was adjudged
  - p. Amount of restriction adjudged
  - q. Indication of whether there was another type of punishment in the case
  - r. Any other punishment adjudged in the case
  - s. Military judge's recommendation(s) for clemency, etc.
  - t. Number of days military judge granted for pretrial confinement credit
  - u. Disposition date (date accused was sentenced)
- 3.1.1.5.1.34 The system shall record information on Pre-Trial Agreement and Separation in Lieu of Trial to include:
- a. Indication of whether there was a pretrial agreement
  - b. Indication of whether the pretrial agreement was approved in the case
  - c. Date of Convening Authority's (CA) signature
  - d. Indication of whether pretrial agreement had an administrative separation board waiver
  - e. Summary of pretrial agreement
  - f. Indication of whether there was a separation in lieu of trial in the case
  - g. Status of separation in lieu of trial
  - h. Location of separation in lieu of trial
  - i. Approval/disapproval date of separation in lieu of trial

- 3.1.1.5.1.35 The system shall store the required information relating to the alternate disposition decision of a case (such as Non-Judicial Punishment, Administrative Separations, Boards of Inquiry, and Courts of Inquiry).
- 3.1.1.5.1.36 This system shall enable users to process a case through a Summary Court-Martial.
- 3.1.1.5.1.37 The system shall store all required information relating to Summary Courts-Martial processing.
- 3.1.1.5.1.38 The system shall store all required information relating to Article 32, UCMJ Pre-Trial investigation processing to include:
  - a. Branch of service of investigating officer (IO)
  - b. Rank of IO
  - c. IO's last name
  - d. IO's first name
  - e. IO's middle name
  - f. Date IO was appointed
  - g. Article 32 date or date of waiver
  - h. Date IO signed Article 32 report
  - i. IO's recommendation for disposition of charges
  - j. Date Article 32 report was sent to SJA
  - k. Date Special Court-Martial Convening Authority (SPCMCA) signed Article 33 letter
  - l. Date SJA signed Article 34 letter
  - m. Recommendation SJA made in Article 34 letter
  - n. SPCMCA's Article 33 recommendation regarding disposition in light of Article 32 report
  - o. GCMCA disposition decision
  - p. Date CA took action on Article 32
- 3.1.1.5.1.39 The system shall store all required information relating to the final disposition of a case (Special Court-Martial, Article 32, General Court-Martial).
- 3.1.1.5.1.40 The system shall store all required information related to Trial Judiciary information.
- 3.1.1.5.1.41 The system shall link all court documents assigned to an ECN.
- 3.1.1.5.1.42 The system shall allow the user to manage discovery, to include:
  - a. Allowing the user to indicate whether a document is available for discovery
  - b. Allowing the user to choose which user the documents are available to
  - c. Recording the date the document was made available to another user
  - d. Allowing the user to rename documents made available to the defense counsel
  - e. Allowing for sequential numbering of the pages of documents made available to defense counsel
  - f. Allowing for redaction of files made available to another user
  - g. Prohibiting the editing of documents once made available to defense counsel
  - h. Removing all metadata from documents made available to another user
  - i. Sending an electronic mail notification when a new document is made available to another user



- 3.1.1.5.2.2 The system shall enable document searches associated with an ECN.
- 3.1.1.5.2.3 The system shall generate reports, including ad hoc reports where the user selects which fields will be shown in the report.
- 3.1.1.5.2.4 The system shall enable users to process all required forms.
- 3.1.1.5.2.5 The system shall allow authorized users to track and authenticate trial transcripts capturing or calculating and displaying the following:
  - a. Date the case was received in the Court Reporter office (court reporter gets the case for transcription on the date of the disposition—include date of disposition)
  - b. Number of days the case was in the Court Reporter’s office (from disposition date to date sent to Review)
  - c. Number of days since the date of disposition (from disposition date to date the Navy and Marine Corps Appellate Review Activity (NAMARA) received the case)
  - d. Type of review required under the Uniform Code of Military Justice (UCMJ) articles 64, 66, or 69(a). Article 64 cases are reviewed locally by Judge Advocate; article 66 cases are reviewed by the Navy and Marine Corps Court of Criminal Appeals (NMCCA); article 69(a) cases are reviewed by Judge Advocate General
  - e. Court Reporter’s rank
  - f. Court Reporter’s last name
  - g. Court Reporter’s first name
  - h. Court Reporter’s middle name
  - i. Amount of time the case took in hours and fractions of hours by tenths of an hour (each 1/10 of an hour=6 minutes)
  - j. Scopist’s rank
  - k. Scopist’s last name
  - l. Scopist’s first name
  - m. Scopist’s middle name
  - n. Date the Scopist starts transcribing the record of trial
  - o. Rank of the supervisor performing quality control check
  - p. Name of the supervisor performing quality control check
  - q. Date the case was sent to the supervisor for quality control check
  - r. Date the case was sent to TC
  - s. Date the case was received from TC
  - t. Date the case was sent to Military Judge
  - u. Date the case was received from Military Judge
  - v. Date Military Judge authenticated the case
  - w. Date the case was sent to Review
  - x. Court Reporter’s case notes
  - y. Remarks for the Court Reporter’s section for the case (remarks that show up on reports)
  - z. Indication of whether there were Court Reporter attachments to be kept for the case

- aa. Ability to upload Court Reporter's attachments

### 3.1.1.5.3 Manage Docket

- 3.1.1.5.3.1 The system shall enable users to process case dockets.
- 3.1.1.5.3.2 The system will allow the user to schedule courtrooms and judges, and provide a notification to the personnel and organizations participating in a Court-Martial, hearing, and/or appeal.
- 3.1.1.5.3.3 The system shall allow users to be able to manage and schedule courtroom resources.
- 3.1.1.5.3.4 The system will allow the user to modify scheduling information, delete scheduled items, and provide the user with specific scheduled items and a schedule displaying daily, weekly, monthly or, where required, annual schedule displays.
- 3.1.1.5.3.5 The system shall allow military judges to track and report the time spent on certain activities particular to a case, including but not limited to research, drafting motions, 802 conferences, etc.
- 3.1.1.5.3.6 The system shall allow authorized users to track and display all required trial and post-trial milestone dates to include:
  - a. Type of court for the case
  - b. Indication there is an Article 32 hearing and Article 32 information
  - c. Physical location of the Court-Martial
  - d. Date the law center receives request for legal services
  - e. Date the charges are preferred (starts the RCM 707 clock unless the accused has already been in pretrial confinement)
  - f. Date the charge sheet is referred
  - g. Date the charge sheet was served on the accused
  - h. Date a Motion for Docketing (MFD) is approved by Military Judge or date the accused is arraigned, whichever is earlier. If MFD is approved, the actual arraignment date will occur on the date of the first Article 39(a) hearing or another date as determined by Military Judge (purpose of the field is to stop the RCM 707 speedy trial clock)
  - i. Date(s) of any motion(s) hearing(s) for the case
  - j. Date of any interlocutory appeals
  - k. Date trial begins
  - l. Date of any post-trial 39(a) sessions for the case
  - m. Last date to arraign accused according to RCM 707 (120 days from date of entry into pretrial confinement date, In the Hands of Civil Authorities (IHCA) date, or Preferral date, minus excludable delay. Date entered into Arraignment/MFD field stops clock)
  - n. Current number of days on the RCM 707 clock including excludable delay. Clock starts when either the pretrial confinement date, IHCA date, or Preferral date and stops when Arraignment/MFD is entered. Recalculates to include excludable delay
  - o. Indication of whether CA or Military Judge granted any excludable delay

- p. Indication of whether there was an excludable delay in the case (must allow for adding, removing or modifying excludable delay)
- q. Date excludable delay started
- r. Date excludable delay ended
- s. Calculated number of days of excludable delay
- t. Party responsible for requesting excludable delay (TC, DC, MilJus, or CA)
- u. Indication of whether there was an alternative disposition in the case
- v. Type of alternative disposition in the case
- w. Date of alternative disposition in the case
- x. Remarks for Military Justice section of the case (remarks that would show up in Reports)

#### 3.1.1.5.4 Manage Post-Trial Activities

3.1.1.5.4.1 The system shall store all required information relating to post-trial processing to include:

- a. Ability to select CA's action for charges that went to trial
- b. Charge(s) and specifications for which accused is being tried
- c. Paragraph of charge and specifications for which accused is being tried
- d. Description of the paragraph of the charge and specification for which accused is being tried
- e. Pleas accused made for each charge and specification
- f. Judicial findings for each charge and specification
- g. CA's action taken in the case for each charge and specification
- h. CA action to be taken on the adjudged discharge, assuming it is upheld
- i. CA modification to the discharge
- j. CA action taken on confinement
- k. CA action taken on forfeitures
- l. CA action taken on rank reduction
- m. CA modification made to rank reduction
- n. CA action taken on restriction
- o. CA modification made to restriction
- p. CA action taken on fine(s)
- q. CA modification made to fine(s)
- r. CA action taken on other punishment given
- s. CA modification made to other punishment

- 3.1.1.5.4.2 The system shall enable users to create a Digital Record of Trial. (OBJECTIVE)
- 3.1.1.5.4.3 The system shall provide long-term storage of Digital Records of Trial in accordance with the system of records. (OBJECTIVE)
- 3.1.1.5.4.4 The system shall store post-trial processing information for cases that require Article 64 review to include:
  - a. Date Review Office receives case
  - b. Number of days case has been in Review Office
  - c. Calculated number of days since date of disposition (from disposition date to date JAR is signed)
  - d. Date defense counsel or accused are served a copy of the record of trial
  - e. Date CA action is sent to CA
  - f. Date CA signs CA action
  - g. Date JAR is sent to SJA/Review Officer
  - h. Date Review Officer signed JAR
  - i. Date defense counsel or accused is served a copy of JAR
  - j. CA's action number
  - k. Date Review Officer signed case
  - l. Date case is finished and filed
  - m. Remarks for the Review's section for the case
  - n. Allowance to review case notes

#### 3.1.1.5.5 Manage Appellate Review

- 3.1.1.5.5.1 The system shall enable users to process a case through appellate review and disposition of petitions for extraordinary writs.
- 3.1.1.5.5.2 The system shall store all required information relating to the appellate review process (E-mails, court orders, remands, etc.).
- 3.1.1.5.5.3 The system shall associate all required information in 3.1.1.5.5.2 with the case ECN.
- 3.1.1.5.5.4 The system shall allow the user to store the NMCCA number.
- 3.1.1.5.5.5 The system shall allow the user to identify the review type (to include No Review and interlocutory appeals under art. 62, UCMJ, and petitions for extraordinary writs).
- 3.1.1.5.5.6 The system shall display to authorized users with access to appellate information when the Record of Trial (ROT) is received at Navy and Marine Corps Appellate Review Activity (NAMARA).
- 3.1.1.5.5.7 The system shall store appellate review information to include:
  - a. Date case was sent to NAMARA
  - b. Date NAMARA received case
  - c. Mail certification number for case sent to NAMARA
  - d. Calculated number of days since disposition date (from disposition start date CAA signed)
  - e. Date case was sent to NMCCA for docketing
  - f. Date NMCCA docketed case for appellate review
  - g. Calculated number of days since NAMARA received the ROT (from ROT Received date to date ROT sent to NMCCA)

- h. Indication of whether ROT was sent electronically to NAMARA
  - i. Indication of whether case had issue(s) preventing docket at NMCCA
  - j. Indication of issue defining the case as troubled
  - k. Date NAMARA informed Command of issue(s)
  - l. Date NAMARA receives documents correcting the case issue
  - m. Calculated number of days since NAMARA informed Command of case issue
  - n. If description of issue is not listed, a write-in box provision for “other” issue description
  - o. Notes specific to Doc Exam section of the appellate review
  - p. Remarks on NAMARA’s section of case
- 3.1.1.5.5.8 The system shall provide the capability for NAMARA attachments to be associated with the case.
- 3.1.1.5.5.9 The system shall display to authorized users information taken from the Court-Martial record of trial.
- 3.1.1.5.5.10 The system shall allow the user to view associated Court-Martial case data to include:
- a. Last name
  - b. First name
  - c. Tracking number assigned at the time of data entry
  - d. Branch of service
  - e. Date of birth
  - f. UIC or RUC
  - g. Nature of restraint of accused
  - h. Dates restraint is imposed
  - i. Activity convening the Court-Martial
  - j. Pay per month
- 3.1.1.5.5.11 The system shall record information on how to contact the appellant whether he or she is in confinement or not.
- 3.1.1.5.5.12 The system shall allow authorized users to indicate whether an appellant is currently in confinement and/or his or her earliest date of release.
- 3.1.1.5.5.13 The system shall maintain a menu of all USN and USMC brig or confinement facilities.
- 3.1.1.5.5.14 The system shall allow authorized users to update/save appellant contact information as required.
- 3.1.1.5.5.15 The system shall store data pertaining to the Record of Trial that has been received for review (type of Court-Martial, format received, number of volumes, sexual assault, and if there are classified volumes or child pornography).
- 3.1.1.5.5.16 The system shall allow the user to assign the ROT type using a drop-down menu. All review types (e.g. Articles 62, 69(a), 69(b), 73, and 66) shall be made options).
- 3.1.1.5.5.17 The system shall allow authorized users to make entries reflecting what action has been taken in a case and projects due dates for other actions taken.
- 3.1.1.5.5.18 The system shall allow the user to enter the activities associated with a case.
- 3.1.1.5.5.19 The system shall have the ability to allow users to assign projected due dates to activities.

- 3.1.1.5.5.20 The system shall be able to calculate the number of days between statuses.
- 3.1.1.5.5.21 The system shall provide alerts based on user-defined criteria.
- 3.1.1.5.5.22 The system shall allow authorized users to delete entries based on an assigned user role.
- 3.1.1.5.5.23 The system shall allow user entries for action taken at NAMARA when action is taken on any ROT (such as case terminated).
- 3.1.1.5.5.24 The system shall allow only authorized users to change the status of a case.
- 3.1.1.5.5.25 The system shall prohibit further entries at the appellate level to closed cases; the status of a closed case must be changed to active to edit the case.
- 3.1.1.5.5.26 The system shall provide the ability for specified appellate users to view the below types of data:
  - a. Date Review Office received the case
  - b. Number of days case was in Review Office (from date received in Review to date sent to NAMARA)
  - c. Calculated number of days since the date of disposition (from disposition start date to date CAA signed)
  - d. Calculated number of days since CAA signed (from CAA sign date to case docket date at NMCCA)
  - e. Calculated number of days since date of disposition (from disposition start date to date NAMARA received case)
  - f. Type of review required under the Uniform Code of Military Justice (UCMJ) articles 62, 64, 66, 69(a), 69(b), or 73,. Article 64 cases are reviewed locally by Judge Advocate; article 66 cases are reviewed by the Navy and Marine Corps Court of Criminal Appeals (NMCCA); article 69(a) cases are reviewed by Judge Advocate General. This field will use selections made throughout the case to determine if case requires an Article 62, 64, 66, 69(a), 69(b), or 73 Review
  - g. Date case was served on accused or defense counsel
  - h. Date SJAR was sent to SJA
  - i. Date SJA signed SJAR
  - j. Date Review Office received signed SJAR
  - k. Indication of whether accused waived appellate review
  - l. Date signed SJAR was served on the accused or defense counsel
  - m. Date CA action was sent to the CA
  - n. Date CA signed CA action
  - o. CA's action number
  - p. Indication of whether CA approved appellate leave
  - q. Approval date of appellate leave
  - r. Date case is sent to NAMARA
  - s. Mail certification number for case sent to NAMARA
  - t. Remarks for Review's section of the case
  - u. Attachments for Review documents
  - v. Review case notes

- w. Date the case was served on the accused or defense counsel (visible only if disposition type is a GCM acquittal)
  - x. Date acquittal was sent to CA (visible only if disposition type is GCM acquittal)
  - y. Date CA signed acquittal (visible only if disposition type is GCM acquittal)
  - z. Date acquittal was sent to NAMARA for review and finish file (visible only if disposition type is GCM acquittal)
  - aa. Mail certification number of the case sent to NAMARA (visible only if disposition type is GCM acquittal)
- 3.1.1.5.5.27 The system shall record all potential case appeals activities for a particular Code.
- 3.1.1.5.5.28 The system shall record data like Motion and Orders activities.
- 3.1.1.5.5.29 The system shall allow the user to record, from a user defined list, specific reasons once Motion and Orders are finalized and remanded to the field for corrective action.
- 3.1.1.5.5.30 The system shall create user defined forms and letters to advise appellants of their rights in a promulgation package.
- 3.1.1.5.5.31 The system shall auto-populate contact information entered into the appellant contact fields into the Promulgation fields for purposes of forwarding decisions to the appellant.
- 3.1.1.5.5.32 The system shall store Notification of Completed Appellate Review (NOCAR) information that will insert the appellant information data recorded in other pertinent fields into the NOCAR letter or onto a NOCAR list as appropriate.
- 3.1.1.5.5.33 The system shall track case information from the date the case is received at NAMARA, through docketing at NMCCA, Promulgation, NOCAR, Supplemental Court-Martial Order and DD 214 to include:
- a. Date case was sent to NMCCA for docketing
  - b. Date NMCCA docket case
  - c. Type of order or opinion NMCCA published or released in this case
  - d. Date NMCCA issues order or opinion
  - e. Calculated number of days since the date CAA was signed (from CAA sign date to NMCCA docket date)
  - f. Calculated number of days since the date the case was docketed (from date case is docketed to NMCCA opinion/order release)
  - g. Military service of the appellate trial counsel
  - h. Military rank of the appellate trial counsel
  - i. Last name of the appellate trial counsel
  - j. First name of the appellate trial counsel
  - k. Military service of the appellate defense counsel
  - l. Appellate defense counsel's military rank held during appellate review process
  - m. Appellate defense counsel's last name
  - n. Appellate defense counsel's first name
  - o. Military service of the appellate military judge

- p. Appellate military judge's rank
- q. Appellate military judge's last name
- r. Appellate military judge's first name
- s. Indication of whether case was remanded back to CMDA
- t. Indication of whether case was remanded back to trial court after government appeal under Art 62
- u. Calculated number of days since the case docket date (from case docket date to NMCCA order/opinion issuance date)
- v. Date the promulgation letter was sent to appellant in the case
- w. Mail certification number for the promulgation letter NAMARA sent to the appellant
- x. Date calculated 60 days from the date promulgation letter was sent to appellant
- y. Calculated number of days from the date the promulgation letter was sent to appellant (from date promulgation letter was sent to appellant to 60th day)
- z. Indication of whether there was long-term confinement in the case
- aa. Location of long-term confinement facility where appellant is held
- bb. NAMARA-estimated appellant release date from confinement
- cc. Date promulgation letter was sent to the Navy and Marine Corps Appellate Leave Activity (NAMALA) to complete supplemental CMO
- dd. Indication of whether case was petitioned to the Court of Appeals for the Armed Forces
- ee. Date calculated 63 days from the date promulgation letter was sent to the appellant when NOCAR is due for completion
- ff. Date NOCAR letter was sent to appellant
- gg. Location to which NAMARA sent the NOCAR
- hh. Calculated number of days since the date NAMARA sent the NOCAR (from NOCAR sent date to date supplemental CMO is received)
- ii. Method used to finish file case
- jj. Appellant's current RUC
- kk. Date NAMARA received supplemental CMO
- ll. Indication of whether there was long-term confinement in case
- mm. NAMARA-estimated supervised release date of appellant from confinement
- nn. Date supplemental CMO was signed
- oo. Date supplemental CMO was sent to the unit to close out local case files
- pp. Date NAMARA received the DD-214
- qq. Date DD-214 was signed discharging the appellant from the service
- rr. Data NAMARA received the MCTFS printout confirming appellant's discharge from service
- ss. MCTFS printout date indicating appellant's discharge from service

- tt. Date NAMARA completes appellate review and closes out case file
- uu. Indication of whether case was petitioned to Court of Appeals for the Armed Forces
- vv. Date petition for further appellate review was sent to CAAF
- ww. Date notification letter for further appellate review was sent to NAMALA
- xx. Indication of CAAF acceptance or denial to grant request for further appellate review
- yy. Date CAAF docketed case for further appellate review
- zz. Date CAAF further appellate review denial letter was sent to appellant
- aaa. Command to which CAAF sent order for action
- bbb. Type of order CAAF issued for case action
- ccc. Date CAAF issued its order for case action
- ddd. Type of review required for case
- eee. Date case was sent to NAMARA for JAG review
- fff. Date NAMARA received case for JAG review
- ggg. Mail certification number for case Command sent to NAMARA
- hhh. Date case was sent to Code 20 for JAG review
- iii. Date final JAG review on the case was completed
- jjj. Date Code 20 returned the completed case to Code 40 for finish file
- kkk. Date NAMARA finish filed the case
- lll. Type of relief, if any, granted by the JAG in the case
- mmm. Specific relief JAG granted in the case
- nnn. Date appellant requested JAG review
- ooo. Date case was completed and filed
- ppp. Indication of whether appellant's application was returned to the CA for relief and/or action
- qqq. Indication of whether case file was returned to the CA for relief, action and/or finish file
- rrr. Type of relief, if any, JAG granted in the case
- sss. Specific relief JAG granted in the case
- ttt. Date NAMARA received the Ex Writ
- uuu. Appellate court that issued Ex Writ
- vvv. Date appellate court disposed of Ex Writ
- www. Indication of whether Ex Writ order is attached to case
- xxx. Date NAMARA received miscellaneous case not current by CMDA
- yyy. Date case was completed and filed
- zzz. Any NAMARA notes on the case

- 3.1.1.5.5.34 The system shall allow the Judicial Actions User to view the below information relevant to Appellate Leave and make the indicated calculations:
- a. Date accused was sentenced in case
  - b. Date CA action was signed
  - c. Indication whether CA approved appellate leave
  - d. Date appellate leave was approved
  - e. Calculated number of days since case was docketed (from case docket date to date NMCCA issues its order/opinion)
  - f. Date NAMALA received the SRB for appellant
  - g. Indication whether SRB had issues preventing it from NAMALA acceptance
  - h. Indication of issues causing the SRB to be a troubled case
  - i. Date NAMALA informed CMDA of SRB issues
  - j. Date NAMALA receives documents correcting SRB issue
  - k. Calculated number of days since NAMALA informed CMDA of SRB issue (from date CMDA was informed of issue to date CMDA corrected issue)
  - l. Date appellant was joined to NAMALA roles
  - m. Date promulgation letter for further appellate review was sent to NAMALA
  - n. Date NAMALA signs the DD-214 in the case
  - o. Date NAMALA runs the discharge in MCTFS
  - p. Remarks from the NAMALA section on the case
  - q. Indicates NAMALA attachments to be kept for the case
  - r. NAMALA case notes

#### 3.1.1.5.6 Manage Victim Legal Counsel

- 3.1.1.5.6.1 The system shall allow the user to identify if the victim is represented by Victim Legal Counsel (VLC).
- 3.1.1.5.6.2 The system shall allow the user to capture the following information if the victim is represented by VLC:
- a. VLC Region
  - b. Victim last name
  - c. Victim first name
  - d. Victim middle name
  - e. Date VLC request received
  - f. Victim age
  - g. Victim rank
  - h. Victim phone (home, work, cell)
  - i. Victim e-mail
  - j. Victim duty status
  - k. Victim marital status
  - l. Victim gender
  - m. Victim duty station
  - n. Victim's Command
  - o. Victim's CO
  - p. Victim's Command Master Chief (CMC)/Senior Enlisted Advisor (SEA)

- q. VLC's last name
- r. VLC's first name
- s. VLC's middle name
- t. SJA of office handling case
- u. Date Atty-client relationship established
- v. Prior VLC for transferred victim
- w. Name of Sexual Assault Response Coordinator (SARC) assigned
- x. SARC's phone (work, cell)
- y. SARC's e-mail
- z. Victim referred to SARC by VLC
- aa. Name of Victim Advocate (VA) assigned
- bb. Victim Advocate's phone (work, cell)
- cc. Victim advocate's e-mail
- dd. Victim referred to VA by VLC

3.1.1.5.6.3 The system shall allow the user to capture the following information of the accused:

- a. Accused last name
- b. Accused first name
- c. Accused middle name
- d. Accused age
- e. Accused rank
- f. Accused duty status
- g. Accused gender
- h. Accused duty station
- i. Accused Command
- j. Accused DC (if assigned)
- k. Victim-Accused Relationship
- l. SJA of Office Handling Case of Accused
- m. Charges and specifications

3.1.1.5.6.4 The system shall allow the user to capture information for multiple accused personnel.

3.1.1.5.6.5 The system shall allow the user to capture the following information on the victim's reporting status:

- a. Victim applied for expedited transfer
- b. VLC assist with expedited transfer request
- c. Accused applied for expedited transfer
- d. Physical safety concerns
- e. Protective Order / Military Protective Order (MPO) issued
- f. VLC assist with Protective Order / MPO issuance
- g. Date of incident
- h. Date incident reported
- i. Victim reported after VLC consultation
- j. Type of reporting
- k. If unrestricted, how was report made

- l. Victim converted from restricted to unrestricted
- m. Type of assault
- n. Location of assault
- o. Alcohol involved
- p. Drugs involved
- q. Status of investigation
- r. In-Person meeting with victim
- s. Location of in-person meeting
- t. Telephone consultations with victim
- u. Correspondence with victim
- v. Scope of representation letter explained and provided to victim
- w. Advised victim and communicated interests in
- x. In-person meeting on behalf of victim
- y. Telephone consultation on behalf of victim
- z. Correspondence on behalf of victim

3.1.1.5.6.6 The system shall allow the user to capture the following information on the military justice support to the victim:

- a. Asserted victim's privacy rights during discovery
- b. Primary privacy rights asserted
- c. Discussed victim immunity with CA
- d. Victim declined to participate in prosecution
- e. Victim referred to defense counsel
- f. Last name of victim's defense counsel
- g. First name of victim's defense counsel
- h. Victim's defense counsel phone (work, cell)
- i. Victim's defense counsel e-mail
- j. Attended victim interview with NCIS/law enforcement
- k. Attended victim interview with accused defense counsel
- l. Attended victim interview with trial counsel
- m. Civilian victim's counsel hired
- n. Last name of civilian victim's counsel
- o. First name of civilian victim's counsel
- p. Civilian victim's counsel phone (work, cell)
- q. Civilian victim's counsel e-mail
- r. Attended victim conference with civilian victims counsel
- s. Art 32 date
- t. Prepared victim for Art 32
- u. VLC attend Art 32
- v. Motions hearing date
- w. VLC attend motions hearing
- x. Filed or answered motion
- y. Filed or answered motion type
- z. Argued a motion

- aa. Argued a motion type
- bb. Court date
- cc. VLC attend court sessions
- dd. Description of Court-Martial outcome
- ee. Date of CA action

3.1.1.5.6.7 The system shall allow the user to capture the following information on other services provided to the victim:

- a. Assisted victim with FOIA request
- b. Assisted victim with legal assistance
- c. Legal assistance documents drafted
- d. Victim referred to legal assistance attorney
- e. Temporary Additional Duty (TAD)/travel
- f. Cost of TAD/travel
- g. Hours spent on case
- h. Logistical hours on case
- i. Termination of representation letter provided to victim
- j. Date Atty-client relationship terminated
- k. Reason Atty-client relationship terminated
- l. Withdrawal letter provided to victim
- m. Victim transferred to alternate/subsequent VLC
- n. Last name of alternate/subsequent VLC
- o. First name of alternate/subsequent VLC
- p. Phone (work, cell) of alternate/subsequent VLC
- q. E-mail of alternate/subsequent VLC

#### 3.1.1.5.7 Manage Legal Assistance

3.1.1.5.7.1 The system shall assign an ECN to a case during intake when a client is obtaining assistance.

3.1.1.5.7.2 The system shall allow for a legal assistance assigned control number in addition to the ECN.

3.1.1.5.7.3 The system shall allow the user to collect client intake data as indicated below:

- a. Client's last name
- b. Client's middle name
- c. Client's first name
- d. Client's EDIPI (DoD ID Number)
- e. Client's date of birth
- f. Client's residential address
- g. Client's home phone number
- h. Client's work phone number
- i. Client's cell phone number
- j. Client's status (active duty, active duty family member, retiree, retiree family member, reservist, reservist family member, DoD civilian, deployer, OCONUS)

- 3.1.1.5.7.4 The system shall associate office ID data with intake data.
- 3.1.1.5.7.5 The system shall check the existing intake form data to determine if there is a relationship with another client managed by the designated office in the database.
- 3.1.1.5.7.6 The system shall allow the association of the Legal Assistance Provider (Attorney, Legal Admin, etc.) with the client and maintain that association.
- 3.1.1.5.7.7 The system shall allow for association of multiple Legal Assistance Providers (Attorney, Legal Admin, etc.) with a client.
- 3.1.1.5.7.8 The system shall allow a user to query the system for user specified client information.
- 3.1.1.5.7.9 The system shall allow a user to create a report indicating user specified client information.
- 3.1.1.5.7.10 The system shall allow a user to query the system for associated user specified client-legal assistant staff information.
- 3.1.1.5.7.11 The system shall allow a user to create reports associating user specified client-legal assistant staff information.
- 3.1.1.5.7.12 The system shall allow for the creation of a release of records for a transfer of case form that can either be signed electronically or manually.
- 3.1.1.5.7.13 The system shall allow for the user to indicate if a transfer form has been completed.
- 3.1.1.5.7.14 The system shall allow the user to change the office ID of office responsible for the case to another specified Office ID in the event a transfer has been completed.
- 3.1.1.5.7.15 The system shall allow for the accepting office to run a conflict check prior to accepting the transfer.
- 3.1.1.5.7.16 The system shall allow the user to enter the time (in user defined units) expended by each legal assistance provider for the categories indicated in Appendix E.
- 3.1.1.5.7.17 The system shall allow for an "average cost for service" data field.
- 3.1.1.5.7.18 The system shall be able to use the average cost of service and time to arrive at a calculation of the service cost. The cost will vary by role.
- 3.1.1.5.7.19 The system shall allow the user to change the cost of services for specified roles while ensuring data integrity with old case costs.
- 3.1.1.5.7.20 The system shall calculate the cost of service (time spent X user - defined rate) for each legal assistance provider for the categories indicated in Appendix E.
- 3.1.1.5.7.21 The system shall allow the user to determine the hours to be used in man-year calculations.
- 3.1.1.5.7.22 The system shall convert from minutes to man-years.
- 3.1.1.5.7.23 The system shall create a report that correlates the information provided by the individual sites in a user defined format.

- 3.1.1.5.7.24 The system shall allow the user to enter free text information that is not privileged or confidential.
- 3.1.1.5.7.25 The system shall indicate when a given page is provided for viewing to a user.
- 3.1.1.5.7.26 The system shall allow for the administration of access roles and responsibilities.
- 3.1.1.5.7.27 The system shall generate user defined forms (e.g. dual conflict)
- 3.1.1.5.7.28 The system shall allow for the scheduling of clients and association of resources assigned.
- 3.1.1.5.7.29 The system shall provide an automated means (text or email) of reminding clients of upcoming appointments.

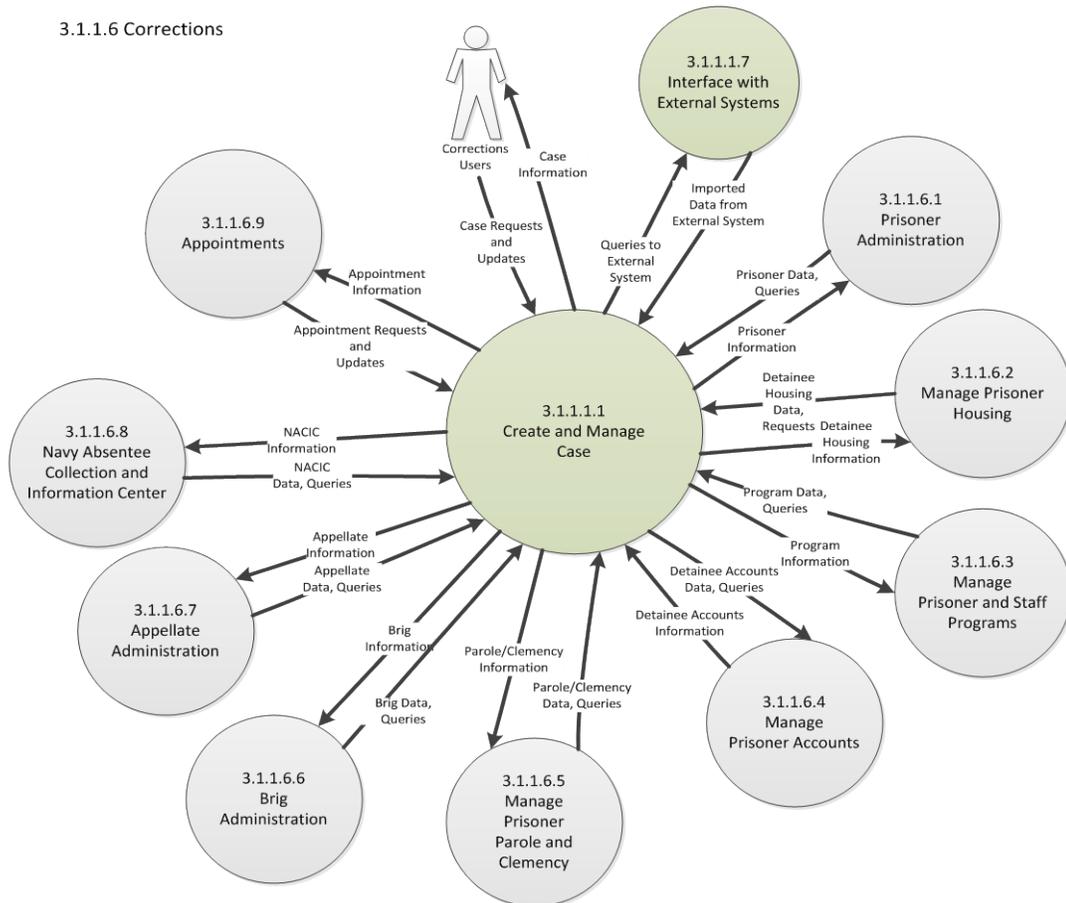
### 3.1.1.6 Manage Corrections Activities

Corrections (COR) activities are primarily involved in the management of Prisoners and their sentences. Their primary function is the management of those Prisoners. The following functions are discussed in this section.

**Table 9 – Manage Corrections Activities**

3.1.1.6.1	Prisoner Administration
3.1.1.6.2	Manage Prisoner Housing
3.1.1.6.3	Manage Prisoner and Staff Programs
3.1.1.6.4	Manage Prisoner Accounts
3.1.1.6.5	Manage Prisoner Parole and Clemency
3.1.1.6.6	Brig Administration
3.1.1.6.7	Appellate Administration
3.1.1.6.8	Navy Absentee Collection and Information Center
3.1.1.6.9	Appointments

3.1.1.6 Corrections



**Figure 101 – Manage Corrections Activities Diagram**

### 3.1.1.6.1 Prisoner Administration

This module provides method for entering information when receiving and releasing persons at the military brigades and Correctional Custody Units (CCUs). It contains all personal identification data, local facility data, service-related information, offense, courts, sentencing, release, infraction, good time, abatement, sex offender notification and related reports, for each Prisoner.

#### Prisoner Records and Information

- 3.1.1.6.1.1 The system shall allow Corrections users to generate and assign a unique number that will be appended to the ECN created. The format will be provided with the Systems/Subsystem Specification (SSS). An example of the core Corrections CCN includes:
  - a. EEEEEEEEEEE (EDIPI)
  - b. x = UIC/RUC (5 digits)
  - c. # = Sequential Numbers (5 digits preceded by N for Navy and M for Marine Corps units)
- 3.1.1.6.1.2 The system shall provide the ability to complete and save the data within the DD Form 2708, "Confinement Order."
- 3.1.1.6.1.3 The system shall provide the ability to complete and save the "Worksheet for Initial Custody." DD Form 2711.
- 3.1.1.6.1.4 The system shall provide the ability to find Prisoner records by searching for a Prisoner based on SSN or any user defined field.
- 3.1.1.6.1.5 The system shall display an alert if there are any internal, external, or medical alerts for the Prisoner.
- 3.1.1.6.1.6 The system shall indicate when a Prisoner is a Sex Offender.
- 3.1.1.6.1.7 The system shall indicate when the victim/witness (V/W) field is required indicating V/W notification.
- 3.1.1.6.1.8 The system shall indicate when the DNA field is required and has not been collected.
- 3.1.1.6.1.9 The system shall indicate when a Pre-Trial agreement has been entered pending Convening Authority approval.
- 3.1.1.6.1.10 The system shall indicate the confinement status of the Prisoner (e.g. Non-Judicial Punishment, Post-Trial or Pre-Trial).
- 3.1.1.6.1.11 The system shall provide the ability to view and update Prisoner information.
- 3.1.1.6.1.12 The system shall provide the following subs-areas to navigate, view, or update Prisoner information:
  - a. Personal Information
  - b. Identifying (ID) Marks
  - c. Activity
  - d. Courts/Offenses
  - e. Court Actions
  - f. Sentence
  - g. Release/Transfer
- 3.1.1.6.1.13 The system shall provide the ability to store, maintain report, enter, view, and edit Prisoner personal information using the following editable fields (DD Form 2710):

- a. Last Name
  - b. First Name
  - c. Alias
  - d. Maiden Name
  - e. Birthplace
  - f. Race
  - g. Religion
  - h. Marital Status
  - i. Education
  - j. Hair Color
  - k. Eye Color
  - l. Skin Tone
  - m. Height
  - n. Weight
  - o. RCN
  - p. DOB
  - q. Prisoner Home Address Information
  - r. Prisoner Next of Kin Information
  - s. Identifying (ID) Marks
- 3.1.1.6.1.14 The system shall provide the ability to add multiple aliases.
- 3.1.1.6.1.15 The system shall provide the ability to create a DD2710 form, as well as attach, view, and print the form.
- 3.1.1.6.1.16 The system shall calculate and display the Prisoner's age at initial confinement.
- 3.1.1.6.1.17 The system shall provide the ability to enter, select, view, and update a Prisoner's ID Marks body segments using the fields found in the DIBRS Manual.
- 3.1.1.6.1.18 The system shall provide the ability to add multiple ID Marks.
- 3.1.1.6.1.19 The system shall provide the ability to store, maintain report and enter, view, and edit Prisoner service information using the following editable fields (DD Form 2710):
- a. Prior service
  - b. Service
  - c. Reserves
  - d. Highest Pay Grade for this incident
  - e. Pay Status
  - f. Home of Record
  - g. Recruit Training Location
  - h. Active Duty Base Date (ADBD)
  - i. Last Enlistment Date
  - j. End of Active Obligated Service (EAOS)
  - k. Rate/Military Occupational Specialty (MOS)/Spec
  - l. Type Initial Confinement Facility
  - m. Command or Unit Point of Contact (POC)
  - n. Command Phone
  - o. Convening Authority (CA) Address

- p. Type Discharge
- q. Records Received
- r. Number Prior
- 3.1.1.6.1.20 The system shall identify the Prisoner as a suicide risk (Yes/No).
- 3.1.1.6.1.21 The system shall identify the Prisoner as an escape risk.
- 3.1.1.6.1.22 The system shall identify the Prisoner as a medical risk.
- 3.1.1.6.1.23 The system shall identify if the Prisoner is in protective custody.
- 3.1.1.6.1.24 The system shall provide the ability to enter, view and update the following fields for Prisoner Activity:
  - a. Custody
  - b. Counselor
  - c. Dorm/Bed
  - d. Job
  - e. Location
  - f. Medical Alert
  - g. Internal Alert
  - h. External Alert
  - i. NCIC
  - j. Other Alert
- 3.1.1.6.1.25 The system shall maintain information on staff members assigned as counselors.
- 3.1.1.6.1.26 The system shall identify and store for historical purposes staff members assigned as counselor who have transferred.
- 3.1.1.6.1.27 The system shall only display dorm/beds that are unassigned.

#### Manage Courts and Offenses

- 3.1.1.6.1.28 The system shall provide the ability to accept, maintain, and report on Court and Offense information using the following fields:
  - a. Type of Court
  - b. Adjudged/NJP Date
  - c. Offense Date
  - d. Pay Grade at Time of Offense
  - e. Organization at Time of Offense
  - f. Received as Detainee
  - g. Detained Date
  - h. Judicially Ordered Credit Days
  - i. Forfeiture and Fines (FF) Waiver Approved
  - j. Appeal Rights Waived
  - k. This offense includes a Sex Offender Notification (SON) Qualifying Military Offense (QMO)
  - l. FBI Number
  - m. DIBRS Number
  - n. Offender Number
  - o. Offender Country
  - p. The UIC for Organization at Time of Offense

- 3.1.1.6.1.29 The system shall provide calculations and display the Prisoner Age, Days Detained, Multiple Offenses and Offense Records.
- 3.1.1.6.1.30 The system shall provide calculations and display the Prisoner age and Days Detained for Adjudged and Detained Prisoners.
- 3.1.1.6.1.31 The system shall provide the ability add multiple offense (aggregate) information for a Prisoner.
- 3.1.1.6.1.32 The system shall aggregate and display the number of offense records for each confinement of a Prisoner.
- 3.1.1.6.1.33 The system shall provide the ability to add, view, and delete multiple articles associated with each offense.
- 3.1.1.6.1.34 The system shall list the articles associated with the specific offense/court number.
- 3.1.1.6.1.35 The system shall provide the option to view all articles for all offenses on a separate list.
- 3.1.1.6.1.36 The system shall determine whether sex offender notifications (SON) are required based on offense articles.
- 3.1.1.6.1.37 The system shall identify a Prisoner's case file if Sex Offender notification is required based on qualifying military offense.
- 3.1.1.6.1.38 The system shall provide the ability to add or delete articles associated with a "Court Number."
- 3.1.1.6.1.39 The system shall include an "All Articles" area of interface with the following fields:
  - a. Court Number
  - b. Status
  - c. Specifications
  - d. Involvement
  - e. Result
  - f. Severity
  - g. Maximum Sentence
  - h. Article
  - i. Description
- 3.1.1.6.1.40 The system shall include a Courts/Offenses area of the interface that displays the following fields for entering articles associated with each offense:
  - a. Specifications
  - b. Involvement
  - c. Results
  - d. UCMJ Articles
- 3.1.1.6.1.41 The system shall provide the ability to manage DNA collection as required by Department of Defense Instruction (DoDI) 5505.14.
- 3.1.1.6.1.42 The system shall determine whether DNA is required based on offense articles.
- 3.1.1.6.1.43 The system shall total and display only sentence information for each offense including the following fields:
  - a. Court Number
  - b. Type of Court
  - c. Adjudged Date

- d. Computation Date
  - e. Adjudged Days
  - f. GT Adjusted/Rate
  - g. Pre-Trial Agreement (PTA)
  - h. GT Sentence
- 3.1.1.6.1.44 The system shall provide the ability to view, add, and delete multiple actions associated with each “Offense/Court” number.
- 3.1.1.6.1.45 The system shall display the actions associated with the specific “Offense/Court Number” record.
- 3.1.1.6.1.46 The system shall display the following fields for each action.
- a. Action Date
  - b. Court Action Source
  - c. Result
  - d. Years
  - e. Months
  - f. Days
  - g. Death/Life
  - h. Forfeiture of All Pay and Allowances (FAPA)
  - i. FF Amount
  - j. FF Months
  - k. Reduction In Rate (RIR)
  - l. Discharge
  - m. Fine Awarded
  - n. Paid
  - o. Remarks
  - p. Date Received

#### Sentence Calculations

- 3.1.1.6.1.47 The system shall recalculate the sentence data as court actions are entered.
- 3.1.1.6.1.48 The system shall display the following data fields on the “Sentence:” (DD Form 2710-1)
- a. Adjudged/Mast Date
  - b. Sentence
  - c. Maximum Release Date
  - d. International Dateline Days
  - e. Admin Credit Days
  - f. Judicial Order Credit Days
  - g. Inoperative Time Days
  - h. Adjusted Maximum Release Date
  - i. Earnable GT Days
  - j. GT Rate
  - k. Unadjusted Minimum Release Date:
  - l. Adjusted GT Days
  - m. Forfeited GT Days

- n. Restored GT Days
  - o. Earned Time (ET) Days
  - p. Forfeited ET Days
  - q. Restored ET Days
  - r. Earned Special Acts Abatement (SAA) Days
  - s. Forfeited SAA Days
  - t. Restored SAA Days
  - u. Remitted Days
  - v. Minimum Release Date
  - w. Plus Bread and Water (BW) Days
  - x. Convening Authority (CA) Date
  - y. BW Release Date
  - z. Scheduled Parole Release Date
  - aa. Estimated Eligibility Date/Clemency Board
  - bb. Estimated Eligibility Date/ Parole Board
  - cc. Type Discharge
  - dd. GT Earned To Date
  - ee. Days Confined
  - ff. GT Available
  - gg. ET Available
  - hh. SAA Available
- 3.1.1.6.1.49 The system shall provide the ability to view, update, and save sentencing information.
- 3.1.1.6.1.50 The system shall display a “Sentence” consisting of the following data fields:
- a. Admin Credit Days
  - b. International Date Line Day
  - c. Remarks
  - d. Remitted Days
  - e. Discharge Execution Date
- 3.1.1.6.1.51 The system shall provide the ability to view the tracking of changes for the following fields:
- a. Inoperative Time Days
  - b. Forfeited GT Days
  - c. Restored GT Days
  - d. Earned ET Days
  - e. Forfeited ET Days
  - f. Restored ET Days
  - g. Earned SAA Days
  - h. Forfeited SAA Days
  - i. Restored SAA Days
- 3.1.1.6.1.52 The system shall provide the ability to redirect users to the “GT/ET/SAA Tracking” area of the interface.
- 3.1.1.6.1.53 The system shall display all changes to the Prisoner’s record for each of the following tracked fields:

- a. Type
  - b. Number Days
  - c. Effective date
  - d. Reason
  - e. Date time entered
- 3.1.1.6.1.54 The system shall calculate Adjusted GT Days when a change in the GT Earning Rate occurs:
- a. GT Earned to date for Prisoners is calculated from Computation Date to System Date.
  - b. GT Earned to date for Released Prisoners is calculated from Computation to Release/Transferred Date.
  - c.  $GT\ Available = GT\ Earned\ to\ Date + Adjusted\ GT - Forfeited\ GT + Restored\ GT.$
  - d.  $ET\ Available = Earned\ ET - Forfeited\ ET + Restored\ ET.$
  - e.  $SAA\ Available = Earned\ SAA - Forfeited\ SAA + Restored\ SAA.$
  - f. Adjusted Normal Release Date is the additional sentence adjudged while in confinement less one day for each of the additional sentences.

#### Prisoner Transfer/Release Process

- 3.1.1.6.1.55 The system shall provide a “Transfer/Release” area of the interface that displays the following fields:
- a. Type “Release/Transfer”
  - b. Date
  - c. Time
  - d. Remarks
  - e. Supervised Release Information (If applicable)
  - f. Appellate Leave Information (If applicable) (DD Form 2717)
  - g. Activity Transferred to (If applicable)
  - h. Fatality FBI Number (If applicable)
  - i. Fatality DIBRS Number (If applicable)
  - j. Federal Bureau of Prisons (FBOP) Facility (If applicable)
- 3.1.1.6.1.56 The system shall store the data included in each transfer form for the following reasons:
- a. Reason for Transfer
  - b. Names of personnel assuming responsibility for Prisoner
  - c. Facility Prisoner is being transferred to
  - d. Date of Transfer
  - e. Time of Transfer
- 3.1.1.6.1.57 The system shall validate the length of punishment with respect to the type of Court-Martial/offenses.
- 3.1.1.6.1.58 The system shall calculate the Prisoner release dates and initial Clemency and Parole Review dates as court action sentence data are entered per DoDI 1325.7M and DoD 1325.04
- 3.1.1.6.1.59 The system shall generate all required forms for a Prisoner case.

- 3.1.1.6.1.60 The system shall auto-populate all Prisoner forms.
- 3.1.1.6.1.61 The system shall store all required documents for a Prisoner case.
- 3.1.1.6.1.62 The system shall allow authorized users to record Prisoner disciplinary actions and subsequent reviews and approval (DD Form 2714).
- 3.1.1.6.1.63 The system shall allow authorized users to record Disciplinary & Adjustment Board recommendations for Resolution and Management Actions.
- 3.1.1.6.1.64 The system shall allow authorized users to record the release date, reason for release of a Prisoner, and other information required in DD Form 2718.
- 3.1.1.6.1.65 The system shall allow authorized users to generate the DD Form 2706 for annual reporting.
- 3.1.1.6.1.66 The system shall allow authorized users to generate the DD Form 2791.
- 3.1.1.6.1.67 The system shall provide the ability to release a Prisoner.
- 3.1.1.6.1.68 The system shall make the Prisoner's assigned dorm/bed available for re-assignment when a Prisoner is released.
- 3.1.1.6.1.69 The system shall store the following data for the person who will pick up the Prisoner at release:
  - a. Last Name
  - b. First Name
  - c. Current Address
  - d. Street
  - e. City
  - f. State
  - g. Zip Code
  - h. Phone Number
- 3.1.1.6.1.70 The system shall display the following fields for data entry by direction of any Commander or Military Judge for End of Sentence, Physically Unfit, Physically Unfit for Confinement, Review Authority/Overtake, Review Authority Remit, Review Authority Suspend, Temporary/overnight appointment, Transfer to a USAF, USMC, USA, USN, Federal or Civilian Facility:
  - a. Activity
  - b. Site ID
- 3.1.1.6.1.71 The system shall display the UIC and zip code once the activity is selected if the Prisoner is being transferred from one Federal facility to another.
- 3.1.1.6.1.72 The system shall provide the ability to enter the zip code if the Prisoner is being transferred to a Non-Federal Facility.
- 3.1.1.6.1.73 The system shall provide the ability to reverse all actions taken upon transferring a Prisoner to a Non-Federal Facility.
- 3.1.1.6.1.74 The system shall display the following fields if the Prisoner was received as a Transient:
  - a. Activity
  - b. Remarks
  - c. UIC
- 3.1.1.6.1.75 The system shall include the following fields related to Prisoner death, execution, or suicide:

- a. Remarks
  - b. Fatality FBI Number
  - c. Fatality DIBRS Number
- 3.1.1.6.1.76 The system shall display the name of the facility when the user selects the “Facility Code.”
- 3.1.1.6.1.77 The system shall display a message that reads, “Is this an Appellate Leave?” when the user selects “End of Sentence.” The system shall display relevant information for Service Members who are or are not on Appellate Leave.
- 3.1.1.6.1.78 The system shall display a remarks field if the user selects the Supervised (Parole/Mandatory Supervised Release [MSR]) option.
- 3.1.1.6.1.79 The system shall display the following read-only, auto-populated fields from the Clemency and Supervised Release, Supervised Release, and Approved Supervised Release (SVR):
- a. Supervised Release End Date
  - b. Parole Agency
  - c. Parole Officer’s Name
  - d. Parole Officer’s Phone Number
  - e. Parole Officer’s City
  - f. Parole Officer’s State
  - g. Parole Officer’s Zip Code
  - h. Prisoner’s Street Address
  - i. Prisoner’s City
  - j. Prisoner’s State
  - k. Prisoner’s Zip Code
  - l. Prisoner’s Phone Number
- 3.1.1.6.1.80 The system shall display a message if the Prisoner is a Sex Offender and the SON required registration entries have not been entered into the system.
- 3.1.1.6.1.81 The system shall display a message notifying that Victim/Witness notification entries are not complete when release notifications have not been entered into the system and the Victim/Witness is to be notified when Prison is released.
- 3.1.1.6.1.82 The system shall provide the ability to view previous Forms DD 2717 and 2718.
- 3.1.1.6.1.83 The system shall provide SON data verifications if the authorized user selects Emergency Leave (Inoperative Time), End of Sentence, Execute, Review Authority, Suspend, or Transfer to Unit.
- 3.1.1.6.1.84 The system shall provide the following data verification options when selected by direction of any Commander or Military Judge; Death, Escape, Transfer-Federal Facility, Physically Unfit for Confinement, Review Authority/Overturn, Review Authority/Remit, Suicide, Transfer-Non-Fed Facility, Transfer to Army other than DB, Transfer-USMC Facility, Transfer, United States Disciplinary Barracks (USDB), Transfer to a USAF or USN Facility.
- 3.1.1.6.1.85 The system shall verify user-defined data when the user selects the “Supervised (Parole/MSR).”
- 3.1.1.6.1.86 The system shall display a message if the approved “SVR” record is not complete.

- 3.1.1.6.1.87 The system shall display a message if an outside overnight appointment was not scheduled for a specific date.

#### Disciplinary Reports

- 3.1.1.6.1.88 The system shall provide a “Disciplinary Reports Entry” function that will display the following fields for any previous entries:
  - a. Offense/Report Date
  - b. Board Level
  - c. Board Date
- 3.1.1.6.1.89 The system shall display the option to “Add New Entry” on the “Disciplinary Reports Entry” page.
- 3.1.1.6.1.90 The system shall provide a selection of choices of previous entries titled “Disciplinary Reports” with the ability to select and view board levels.
- 3.1.1.6.1.91 The system shall provide the ability to determine whether or not to make “Disciplinary Report Information” available in the “Prisoner” section with the following information provided:
  - a. Informed of Report
  - b. Briefed in Compliance with Article 31
  - c. Notified of rights to counsel
  - d. Requested counsel
  - e. Waived Rights to Counsel
  - f. Submit written request to delay
  - g. Appeared and made statement
  - h. Requested presence of accusers and/or merit witnesses
- 3.1.1.6.1.92 The system shall display the following fields for view and display in the “Investigation” section of the “Disciplinary Report Information”:
  - a. Conducted by
  - b. Initiated
  - c. Completed
  - d. Date forwarded to Executive Officer (XO)/Acting Officer in Charge (AOIC)
  - e. Scheduled Discipline and Adjustment (D&A) Board Hearing date.
- 3.1.1.6.1.93 The system shall provide the historical and current board members on the “Disciplinary Report Information.”
- 3.1.1.6.1.94 The system shall provide the ability to add or delete offenses or resolution detail on the “Offenses/Resolutions/Actions” tab when the required fields are entered in the “Disciplinary Report Information” area.
- 3.1.1.6.1.95 The system shall display the following options in the “Offenses/Resolutions/Actions” area of the “Management Actions” section.

#### GT/Inoperative/Abatement

- 3.1.1.6.1.96 The system shall provide the ability to manage sentences based on GT, Inoperative Time, and Abatement.
- 3.1.1.6.1.97 The system shall allow authorized users to manage Good Time (GT), Inoperative Time, and other Abatements to include Earned, Forfeitures and Restoration.

- 3.1.1.6.1.98 The system shall re-calculate Prisoner release dates as Good Time (GT), Inoperative Time, and other Abatements are entered per DoDI 1325.7M.
- 3.1.1.6.1.99 The system shall provide the ability to add and edit "Sentence Data" page that shall be initially display upon selecting "GT/Inoperative/Abatement."
- 3.1.1.6.1.100The system shall total all "GT Forfeited Days."
- 3.1.1.6.1.101The system shall display all "GT Restored" entries in effective date order descending.
- 3.1.1.6.1.102The system shall total all "GT Restored Days."
- 3.1.1.6.1.103The system shall display all "ET Earned" entries in Month/Year earned order descending.
- 3.1.1.6.1.104The system shall total all "ET Earned Days."
- 3.1.1.6.1.105The system shall total all "ET Forfeited Days."
- 3.1.1.6.1.106The system shall total all "ET Restored Days."
- 3.1.1.6.1.107The system shall total all "Special Acts Abatement (SAA) Earned Days."
- 3.1.1.6.1.108The system shall display all "SAA Forfeited" entries in effective date order, descending.
- 3.1.1.6.1.109The system shall total all "SAA Forfeited Days."
- 3.1.1.6.1.110The system shall display all "SAA Restored" entries in effective date order, descending.
- 3.1.1.6.1.111The system shall total all "SAA Restored Days."
- 3.1.1.6.1.112The system will provide an "Add New" button and a new screen shall display for data entry.
- 3.1.1.6.1.113The system shall display the "Number Days" (Numeric field) for data entry.
- 3.1.1.6.1.114 The system shall provide the ability to select the "Inoperative Time Calculation Tool" if "Vacated Suspension" or "SVR Modification/Revocation" options are selected.
- 3.1.1.6.1.115The system shall display all "Inoperative Time" entries in date/time entered in order, descending.
- 3.1.1.6.1.116The system shall total all "Inoperative Time Days."
- 3.1.1.6.1.117The system shall calculate an "Inoperative Time" as the number of days between the departures and return dates, exclusive.

#### Sex Offender Notification

- 3.1.1.6.1.118The system shall provide the ability to conduct a SON based on the Prisoner's record. If the Prisoner is a Sex Offender, then the user must be able to navigate to four sub-pages.
- 3.1.1.6.1.119The system shall identify a Prisoner's case file if Sex Offender notification is required based on qualifying military offense.
- 3.1.1.6.1.120The system shall provide a "Prisoner Information" area to edit existing release information on the Prisoner record and display data fields for new record input.
- 3.1.1.6.1.121The system shall display the following fields for data entry relating to Prisoner Information Release Address:
  - a. Address
  - b. City

- c. State
- d. Zip Code
- e. Phone Number
- f. Input/changed data
- g. Date Prisoner was notified of state registration requirements
- h. Date Notifications were mailed
- i. Did Prisoner sign DD form 2791?
- j. Notification Information Missing

3.1.1.6.1.122 The system shall display the following fields related to SON, for Local Law Enforcement Official, State Law Enforcement Official, State Registry Office, and Federal Marshalls Service.

- a. Address
- b. City
- c. State
- d. Zip Code
- e. Phone
- f. Email
- g. Fax
- h. Postal Date
- i. Acknowledgement Received
- j. Date Received
- k. Certified Mail Number

3.1.1.6.1.123 The system shall provide the ability to navigate to the following pages through V/W:

- a. Enter Prisoner 2704 Information
- b. Maintain V/W

3.1.1.6.1.124 The system shall provide the ability to add, update, or edit the following fields for data entry on the “Enter Prisoner 2704 Information” page:

- a. Form DD2704 Received
- b. Victim Involved
- c. Witness Involved
- d. Victim Notification Requested
- e. Witness Notification Requested
- f. DD2704 Received Date
- g. Trial Counsel Name
- h. Trial Counsel Title
- i. Trial Counsel Address
- j. City
- k. State
- l. Zip Code
- m. Phone

3.1.1.6.1.125 The system shall provide the ability to add or delete multiple additional DD 2704 request records which are displayed on the page.

- 3.1.1.6.1.126 The system shall allow the user to insert a new row or remove a row with the following fields for data entry with the “Add” or “Delete” function:
  - a. DD2704 Request Date
  - b. Request Time
  - c. Phone/Letter
  - d. Comments
- 3.1.1.6.1.127 The system shall assign and display the V/W ID Number.
- 3.1.1.6.1.128 The system shall provide the ability to view, terminate, delete, update, or enter a new V/W.
- 3.1.1.6.1.129 The system shall allow the user to view or update a V/W record by selecting the record and the application shall redirect the user to the “V/W Entry” page, populating the fields with the selected V/W.
- 3.1.1.6.1.130 The system shall only display the V/W’s entered for the selected Prisoner and the following fields in association to V/W:
  - a. Type of Termination
- 3.1.1.6.1.131 The system shall allow the user to select a V/W and open the “Form DD2705 Notification” page.
- 3.1.1.6.1.132 The system shall allow the user to record all notifications made to any V/W. The information shall be kept as a history of all notifications.
- 3.1.1.6.1.133 The system shall allow the user to add or delete the Notify Reason Code detail using the following fields:
  - a. Notify Reason Code
  - b. Reason Status Change
- 3.1.1.6.1.134 The system shall display all prior notification for the user.
- 3.1.1.6.1.135 The system shall maintain information on staff members assigned as Victim/Witness Coordinators.
- 3.1.1.6.1.136 The system shall identify a Prisoner’s case if victim or witness notification is required based on data entered from DD Form 2705.
- 3.1.1.6.1.137 The system shall allow authorized users to enter information for victim or witness notifications made due to multiple types of status changes that occur throughout the Prisoner’s confinement and generate the DD Form 2704 for mailing.

### 3.1.1.6.2 Manage Prisoner Housing

- 3.1.1.6.2.1 The system will provide the users with the ability to track Prisoner locations and room availability.
- 3.1.1.6.2.2 The system shall record the following data about a housing facility:
  - a. Occupied
  - b. Occupant (s)
  - c. Last Name
  - d. First Name
  - e. SSN
  - f. Date Occupied
  - g. Number of Occupants Authorized

- 3.1.1.6.2.3 The system shall assign multiple occupants to a room if the room is a multi-occupant room.
- 3.1.1.6.2.4 The system shall auto-populate Prisoner fields where the data is available.

### 3.1.1.6.3 Manage Prisoner and Staff Programs

Each Prisoner is encouraged to complete various training courses while detained. In fact, one of the criteria in the consideration of a person for parole is their willingness to complete training provided. Therefore, the system shall be able to capture the training accomplished, provide trainer's evaluations, provide the dates and length of the training, provide a description of the training, and provide users with individual training, facility-wide training, and training by subject and course.

- 3.1.1.6.3.1 The system shall enable the trainers to complete a training plan for each detainee or staff member.
- 3.1.1.6.3.2 The system shall enable the trainer to mark portions of the training plan as complete.
- 3.1.1.6.3.3 The system shall indicate the percentage of the training plan completed.
- 3.1.1.6.3.4 The system shall generate a record of the Prisoner's or staff member's training using user-defined data.
- 3.1.1.6.3.5 The system shall allow authorized users to record Prisoner and staff long and short term goals and track compliance.
- 3.1.1.6.3.6 The system shall allow authorized users to record and track progress in areas of behavior, work, treatment, vocational/educational training, support activities, self-improvement/personal growth, substance abuse, unit, and other programs.
- 3.1.1.6.3.7 The system shall allow authorized users to record counseling notes.
- 3.1.1.6.3.8 The system shall allow authorized users to record incentive program levels based on compliance with the Prisoner program plan, information recorded on the Work and Training Evaluation (DD Form 2712), and results of Prisoner's cell inspections.
- 3.1.1.6.3.9 The system shall allow authorized users to record Classification and Assignment Board recommendations for Resolution and Management Actions.
- 3.1.1.6.3.10 The system shall maintain information on staff members assigned as counselors.
- 3.1.1.6.3.11 The system shall identify and store for historical purposes staff members assigned as counselor who have transferred.
- 3.1.1.6.3.12 The system shall provide the ability to enter, edit and update the fields for DD Form 2711 (Worksheet for Initial Custody Classification).
- 3.1.1.6.3.13 The system shall provide the ability to create, edit, store, and report Prisoner information on the "Program Plan Entries".
- 3.1.1.6.3.14 The system shall display the "Program Plan Entries" and list all "Active Program" plans, grouped by area, with each entry available for selection.
- 3.1.1.6.3.15 The system shall redirect the user to the "Goals" page and all data elements will be displayed as read-only on the "Program Plan Entries" page.
- 3.1.1.6.3.16 The system shall create a "Program Plan" containing the following fields:
  - a. Area
  - b. Target/Action Date
  - c. Status
  - d. Saved Date
  - e. Narrative

- 3.1.1.6.3.17 The system shall provide access to the following sections from the “Programs” option:
  - a. Program, Part 1 (Long Term Goals)
  - b. Program, Part 2 (Short Term Goals)
  - c. Program, Part 3 (Performance Summary)
  - d. Family History
  - e. Health
  - f. Test
- 3.1.1.6.3.18 The system shall provide access to the following Goals sections from the “Program, Part 1-Long Term Goals” option:
  - a. Behavior
  - b. Work
  - c. Treatment
  - d. Education/Vocation/Training
  - e. Substance Abuse
  - f. Unit Programs
  - g. Other
- 3.1.1.6.3.19 The system shall provide access to the following Goals sections from the “Program, Part 2-Short Term Goals” options:
  - a. Behavior
  - b. Work
  - c. Treatment
  - d. Education/Vocation/Training
  - e. Support Activities
  - f. Substance Abuse
  - g. Self-Improvement/Personal Growth
  - h. Inspections
  - i. Incentive Program
  - j. Special Acts Award Documentation
- 3.1.1.6.3.20 The system shall provide access to the following Goals sections from the “Program, Part 3-Performance Summary” option:
  - a. Board Review & Results
  - b. Work
  - c. Treatment
  - d. Education/Vocation/Training
  - e. Support Activities
  - f. Release Plan
  - g. Substance Abuse
  - h. Self-Improvement/Personal Growth
  - i. Inspections
  - j. Incentive Program
  - k. Special Acts Award Documentation
  - l. Counsel Notes

- 3.1.1.6.3.21 The system shall display user-defined data entry fields in the Board Review & Results Program, Part 3-Performance Summary section.
- 3.1.1.6.3.22 The system shall display user-defined data fields in the Release Plan, Part 3-Performance Summary section.
- 3.1.1.6.3.23 The system shall display user-defined fields in the Inspection, Part 3 Performance Summary section.
- 3.1.1.6.3.24 The system shall display user-defined fields for data entry in the Special Acts Award Documentation Part 3-Performance Summary section.
- 3.1.1.6.3.25 The system shall display user-defined data entry fields on the Counsel Notes Program, Part 3-Performance Summary section.
- 3.1.1.6.3.26 The system shall display the following updatable fields if the record or data exist to create the Family History (DD Form 2710 Section 4):
  - a. Number of Family Members
  - b. Housing
  - c. Next of Kin
  - d. Emergence Contact
  - e. Time at Current Address
  - f. In Local Area
  - g. From Parents
  - h. Gang Member
  - i. Cult Member
  - j. Family Member Convicted of Felony
  - k. Family Advocacy Program (FAP) Protective Services
  - l. Remarks
  - m. Under Court Order
- 3.1.1.6.3.27 The system shall provide the capability to enter data for Prisoner tests taken.
  - a. Test Title
  - b. Test Date
  - c. Pass
  - d. Score
  - e. Pass
  - f. Credit
  - g. Delete
- 3.1.1.6.3.28 The system shall require a test date and score before saving data for Prisoner tests taken.

#### 3.1.1.6.4 Manage Prisoner Accounts

Each Prisoner has an account with which they are allowed to make purchases from the detention facility commissary. However, the Prisoners are not allowed to retain cash of any kind while in detention. The facility holds the Prisoner's cash resources and maintains an account balance for the Prisoner. The system shall be able to record deposits into the Prisoner's account as well as debits (for purchases from the commissary) against the Prisoner's account.

#### Management of Funds, Valuables, and Prisoner Accounts

- 3.1.1.6.4.1 The system shall track the balance of funds in a Prisoner's detention facility account.
- 3.1.1.6.4.2 The system shall subtract Prisoner purchase amounts from the Prisoner's account.
- 3.1.1.6.4.3 The system shall prevent a Prisoner's account balance from dropping below zero.
- 3.1.1.6.4.4 The system shall display to the facility administrator the amount to be returned to the Prisoner as a part of the Prisoner's release.
- 3.1.1.6.4.5 The system shall prevent the modification of a Prisoner's account balance (deposits and debits) once the Prisoner has been released.
- 3.1.1.6.4.6 The system shall generate a receipt (DD Form 2674) when Funds are deposited or withdrawn.
- 3.1.1.6.4.7 The system shall provide an orderly and accurate means for processing, storing, and retrieving data to track funds owned by each Prisoner.
- 3.1.1.6.4.8 The system shall provide a method for managing all Prisoner/Awardee valuables to report to higher authority.
- 3.1.1.6.4.9 The system shall provide a method for conducting Deposits or Withdrawals made to each individual account, as well as valuables inventory and release of inventory.
- 3.1.1.6.4.10 The system shall provide the user the following selections:
  - a. Balance Sheet
  - b. Bank Transactions
  - c. Reconcile
  - d. Prisoner Transactions
  - e. Batch Check Printing
  - f. Valuables Management
- 3.1.1.6.4.11 The system shall provide the ability to print receipts as proof of action.
- 3.1.1.6.4.12 The system shall automatically generate an account receipt number for each deposit or withdrawal.
- 3.1.1.6.4.13 The system shall assign a date/time stamp for each transaction recorded that is based on the date and time the transaction was entered.
- 3.1.1.6.4.14 The system shall post deposits as debits to:
  - a. Prisoner Account
  - b. Brig Account
  - c. Cash Account
- 3.1.1.6.4.15 The system shall provide the ability to record bank deposits from the cash account.
- 3.1.1.6.4.16 The system shall record withdrawals as credits to the following:
  - a. Prisoner Account
  - b. Brig Account
- 3.1.1.6.4.17 The system shall record cash withdrawals as credits to the cash account.
- 3.1.1.6.4.18 The system shall record check withdrawals as credits to the bank account.
- 3.1.1.6.4.19 The system shall provide a balance sheet and display user-defined auto-populated fields.
- 3.1.1.6.4.20 The system shall sum the cash account balance total and current bank balance to determine the total brig account.

## Bank Deposits

- 3.1.1.6.4.21 The system shall automatically populate and display user-defined fields beneath the balance sheet.
- 3.1.1.6.4.22 The system shall add the deposited amount to the Prisoner's account upon the completion of data entry.
- 3.1.1.6.4.23 The following fields shall display the following information upon completion of a deposit transaction:
  - a. Total Deposit
  - b. New Cash Balance
  - c. Remaining Checks
  - d. New Bank Balance
- 3.1.1.6.4.24 The system shall provide the ability to preview computed transactions before submitting changes to a Prisoner's account.
- 3.1.1.6.4.25 The system shall provide the ability to change the following entries when in disagreement with those shown while previewing computed transactions for a Prisoner:
  - a. Enter Cash Deposit
  - b. Enter Check Deposit
  - c. Description
- 3.1.1.6.4.26 The system shall perform the following validations:
  - a. Cash deposit must be greater than the total cash on hand
  - b. Check deposit must be greater than the checks on hand
- 3.1.1.6.4.27 The system shall update the Balance Sheet once the transaction is recorded.
- 3.1.1.6.4.28 The system shall require at least one of these fields be completed prior to being recorded: Cash Deposit or Check Deposit.
- 3.1.1.6.4.29 The system shall reduce Total Cash on Hand and/or Checks on Hand and increase Current Bank Balance after a deposit.
- 3.1.1.6.4.30 The system shall update the remaining checks and the checks on hand when a deposit is made.

#### Bank Cash Transfer

- 3.1.1.6.4.31 The system shall provide the ability to transfer cash monies between accounts.
- 3.1.1.6.4.32 The system shall include a Cash Transfer area within the interface that shall automatically populate and display the following fields:
  - a. Date Time Stamp
  - b. Check Number
- 3.1.1.6.4.33 The Cash Transfer area within the interface shall display the following fields for data entry:
  - a. Description
  - b. Transfer Amount
- 3.1.1.6.4.34 The system shall compute and provide the ability to preview the new bank balance and the new cash on hand balance for cash transfers before submitting changes to a Prisoner's account. If the user does not agree with the transaction, the system shall provide the user the ability to change the entries for the following fields: new bank balance and the new cash on hand balance.

- 3.1.1.6.4.35 The system shall allow the user to record transactions to the database if they agree with the transaction details.
- 3.1.1.6.4.36 The system shall differentiate between the transaction preview functionality and the transaction recording functionality.
- 3.1.1.6.4.37 The system shall only allow deposits equal to or smaller than the current bank balance.
- 3.1.1.6.4.38 The system shall require a Transfer Amount field.
- 3.1.1.6.4.39 The system shall only allow positive numbers for bank deposits, bank cash transfers, and recorded transactions.
- 3.1.1.6.4.40 The system shall reduce the Current Bank Balance and increase the Total Cash on Hand for cash transfers.
- 3.1.1.6.4.41 The new bank balance shall update the current bank balance when a deposit or a transfer is recorded.
- 3.1.1.6.4.42 The system shall update the total cash on hand when a deposit is made.
- 3.1.1.6.4.43 The new cash balance shall update the total cash on hand when a transfer is recorded.
- 3.1.1.6.4.44 The following data shall automatically update on the balance sheet after a transaction is recorded:
  - a. Brig Total
  - b. Total Brig Accounts
  - c. Total Prisoner Accounts
  - d. New Bank Balance
  - e. New Cash Balance
  - f. Bank Correct Deposits
- 3.1.1.6.4.45 The system shall provide the ability to correct deposits.
- 3.1.1.6.4.46 The system shall only display the following fields for each check and cash deposit:
  - a. Date Time Stamp
  - b. Cash Deposit
  - c. Check Deposit
  - d. Total Deposit
  - e. Description
- 3.1.1.6.4.47 The system shall provide the ability to cancel a deposit transaction.
- 3.1.1.6.4.48 The system shall ask for user verification of all deposit transaction cancellation requests.
- 3.1.1.6.4.49 The system shall reverse deposit transaction requests that are cancelled and verified.
- 3.1.1.6.4.50 The system shall adjust the Balance Sheet as required to reflect the new balances upon cancellation of a transaction.
- 3.1.1.6.4.51 The system shall create a new entry in the Reconcile area with the Cleared transactions when a deposit is canceled.
- 3.1.1.6.4.52 The system shall not allow multiple cancellations of the same deposit.
- 3.1.1.6.4.53 The system shall display a Transaction List based on user-defined fields that can be filtered.

## Bank Reconcile

- 3.1.1.6.4.54 The system shall include a Reconcile area within the interface that provides the ability to reconcile monthly bank account statements. The Reconcile area shall list all transactions recorded to the bank account.
- 3.1.1.6.4.55 The Reconcile area will display user-defined fields for each transaction.
- 3.1.1.6.4.56 The system shall provide the ability to filter transactions.
- 3.1.1.6.4.57 The system shall provide the ability to check an individual transaction to be cleared.
- 3.1.1.6.4.58 The system shall display a Statement Balance field for data entry for any filtered view of the Reconcile area.
- 3.1.1.6.4.59 The system shall display user-defined auto-populated fields for any filtered view.
- 3.1.1.6.4.60 The system shall provide the ability to compute the cleared and not cleared transactions.
- 3.1.1.6.4.61 The system shall automatically update the summary at the bottom and any transactions selected as cleared shall automatically populate the “Cleared” filter view.

#### Prisoner Transactions

- 3.1.1.6.4.62 The system shall provide the ability to create Prisoner accounts, conduct deposit and withdrawal transactions, and create checks.
- 3.1.1.6.4.63 The system shall provide the ability to create and view a new account for a Prisoner, search for and view an existing Prisoner account, or view a closed account.
- 3.1.1.6.4.64 The system shall provide the ability to view the following information for individual Prisoner accounts:
  - a. Deposits
  - b. Cash Withdrawals
  - c. Check Withdrawals
  - d. Transactions
- 3.1.1.6.4.65 The system shall display all Prisoners that do not have an accounts and display user-defined fields.
- 3.1.1.6.4.66 The system shall provide the ability to search for Prisoners with no open account using user-defined criteria.
- 3.1.1.6.4.67 The system shall provide the ability to cancel a search.
- 3.1.1.6.4.68 The system shall provide the ability to mark an account as closed.

#### Prisoner Transaction Types

- 3.1.1.6.4.69 The system shall provide the capability to conduct bank deposits, cash withdrawals and check withdrawals from an active Prisoner bank account.
- 3.1.1.6.4.70 The system shall only allow positive numbers for any Amount field the user is prompted to complete for any transaction.
- 3.1.1.6.4.71 The system shall compute and allow the user to preview the new balance before submitting changes to a Prisoner’s account for any transaction. If the user does not agree with the transaction, the system shall provide the user the ability to change the entries for the following fields:
  - a. For deposits: Amount, Type Deposit, Reason, Receipt Number
  - b. For cash withdrawals: Amount, Reason, Receipt Number

- c. For check withdrawals: any entered data field
- 3.1.1.6.4.72 The system shall allow the user to record any transaction to the database if they agree with the transaction as shown by the preview.
- 3.1.1.6.4.73 The system shall generate a receipt allowing the user to print or save after every transaction
- 3.1.1.6.4.74 The system shall provide the ability to record a deposit to the Prisoner's account and shall display user-defined system-generated fields.
- 3.1.1.6.4.75 The system shall update the following fields once a deposit transaction is recorded:
  - a. Date Time Stamp
  - b. Last Transaction Date (no date if new account)
  - c. Current Balance (zero if a new account)
  - d. Receipt Number
- 3.1.1.6.4.76 The system shall clear the following fields once a deposit transaction is recorded:
  - a. Amount
  - b. Reason
  - c. New Balance
- 3.1.1.6.4.77 The system shall provide the ability to record cash and check withdrawals from a Prisoner's account
- 3.1.1.6.4.78 The system shall subtract the amount of a withdrawal from the Prisoner's account balance.
- 3.1.1.6.4.79 The system shall clear transaction information and update the previous account balance and transaction date once a withdrawal is recorded.
- 3.1.1.6.4.80 The system shall provide a view of a selected Prisoner's transactions including user-defined fields.
- 3.1.1.6.4.81 The system shall provide the ability to select and view the data based on data filters.
- 3.1.1.6.4.82 The system shall provide the user the ability to make changes to entries by selecting transactions to:
  - a. Correct Checks (Withdrawals)
  - b. Cancel Checks (Withdrawals)
  - c. Void Checks (Withdrawals)
  - d. Cancel Transactions (Deposits)
- 3.1.1.6.4.83 The system shall provide the ability to perform correct check, cancel check or void check functions only for check transactions.
- 3.1.1.6.4.84 The system shall display the following warning message: "Cancel checks that have left the brig. Void checks that have NOT left the brig."
- 3.1.1.6.4.85 The system shall prevent the selection of a check to correct, cancel, or void if it already has been canceled or voided.
- 3.1.1.6.4.86 The system shall prevent selecting a transaction for cancellation that has been canceled or voided.
- 3.1.1.6.4.87 The system shall require the verification of any transaction changes before completing the change.
- 3.1.1.6.4.88 The system shall reflect any changes in the transactions list if an update is made.

#### Create Checks

- 3.1.1.6.4.89 The system shall provide the ability to print batches of checks.
- 3.1.1.6.4.90 The system shall provide the ability to select checks to be printed.
- 3.1.1.6.4.91 The system shall display a list with user-defined fields of all checks that have been entered but not printed.
- 3.1.1.6.4.92 The system shall display the Print field for data entry for all checks that have been entered but not printed.
- 3.1.1.6.4.93 The system shall list all checks in ascending order by check number.
- 3.1.1.6.4.94 The system shall provide the ability to filter for and view all checks, checks printed, and/or checks unprinted.
- 3.1.1.6.4.95 The system shall display the check date, check amount in text and figures, and issue to/payee in the specific layout required to print directly to check paper, including lines.
- 3.1.1.6.4.96 The system shall provide the ability to print the checks (3 to a page). This includes bank account holder name and address in the top left corner, as typical on checks (table driven). The bottom of each check will display the banks name, address, routing number and the back account number, as typical on checks (table driven).
- 3.1.1.6.4.97 The system shall print "IAW FMR VOID AFTER 1 Year" in the appropriate location for all checks.

#### Calculate Initial Classification

- 3.1.1.6.4.98 The system shall provide the ability to enter, edit and update the fields for DD Form 2711 (Worksheet for Initial Custody Classification).
- 3.1.1.6.4.99 The system shall require an over-ride code to be selected if the field to be set to "Yes" or "Policy."
- 3.1.1.6.4.100 The system shall display an error message if an approval date has not been set.
- 3.1.1.6.4.101 The system shall display the "Present Custody" field and the Prisoner header.
- 3.1.1.6.4.102 The system shall perform the following validations:
  - a. If a Prisoner has a discharge, they cannot have custody of INS.
  - b. A detainee must have a Custody level greater than Medium Out (MDO).
  - c. If the Prisoner has V/W notification required and his custody is Minimum (MIN) or Installation Custody (INS) a warning is displayed.
  - d. If a Prisoner has a Civilian Detainer pending and his Custody is MDO, MIN, or INS, the Over-ride should be set to "Yes."
  - e. If the Final Custody is not the same as the Computed Custody, the Over-ride must be set to "Yes."
- 3.1.1.6.4.103 The system shall require an "Over-ride" code to be selected if the "Over-ride" field is set to "Yes."
- 3.1.1.6.4.104 The system shall permit the edit of data entry fields once the "Date Approved" is not submitted.

#### Custody Reclassification

- 3.1.1.6.4.105 The system shall allow the user to save, edit, and view all fields contained in DD Form 2711-1 "Prisoner Reclassification".

- 3.1.1.6.4.106 The system shall calculate Initial Custody Classification and Custody Re-Classification to the case based on data entered within the DD Forms 2711 and 2711-1 (classifications to be defined).
- 3.1.1.6.4.107 The system shall display an error message if an approval date has not been set.
- 3.1.1.6.4.108 The system shall display the current record for view, edit, or approval if the “Reclassification” has not been approved.
- 3.1.1.6.4.109 The system shall display user-defined information from the Court Actions section in the Reclassification area.
- 3.1.1.6.4.110 The system shall provide the ability to require an override code.
- 3.1.1.6.4.111 The system shall permit the edit of data entry fields once the “Date Approved” is not submitted.

#### AIMS Classification

- 3.1.1.6.4.112 The system shall calculate Adult Internal Management System (AIMS) classification based on data entered according to the AIMS Implementation Manual.
- 3.1.1.6.4.113 The system shall initially open Adult Internal Management System (AIMS) to the “Profile” page.
- 3.1.1.6.4.114 The system shall display the “AIMS” record information if a record has been created.
- 3.1.1.6.4.115 The system shall display blank fields if an “AIMS” record has not been created for the selected Prisoner.
- 3.1.1.6.4.116 The system shall display the following fields for data entry on the “Profile:”
  - a. Final AIMS Assignment
  - b. Date
- 3.1.1.6.4.117 The system shall allow the user to select checkboxes that describe the Prisoner Life History.
- 3.1.1.6.4.118 The system shall display the following fields displayed in Appendix F for data entry on this page.
- 3.1.1.6.4.119 The system shall also display the following fields for data entry on this page:
  - a. Evaluator
  - b. Date
- 3.1.1.6.4.120 The system shall also display the following fields for data entry on this page:
  - a. Evaluator
  - b. Date

#### 3.1.1.6.5 Manage Prisoner Parole and Clemency

The system will be used to ensure that the post-trial activities relating to the prisoner are completed in accordance with the Post-Trial Handbook.<sup>3</sup> The requirements will ensure the appeal process, clemency, parole, and other post-trial activities are accomplished fairly and expeditiously.

- 3.1.1.6.5.1 The system shall provide the ability to navigate to:

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<sup>3</sup> The Post-Trial Handbook, a guide for Military Justice Practitioners, Office of the Clerk of the Court, United States Army, 2009

<sup>4</sup> <http://www.defense.gov/releases/release.aspx?releaseid=13456>

- a. Clemency/Restoration
  - b. Supervised Release
- 3.1.1.6.5.2 The system shall allow the Clemency/Restoration page to be accessed only for a Prisoner who is adjudged. The system shall display, “This Prisoner is not adjudged. Clemency/Restoration does not apply.” If the Prisoner does not meet these criteria. The system shall redirect the user to the previous page if the criterion is not met.
- 3.1.1.6.5.3 The system shall allow the user to navigate to:
- a. Current/New Clemency Restoration
  - b. Review Prior Clemency Records
- 3.1.1.6.5.4 The system shall display data for edit if a Clemency Record exists for the Prisoner.
- 3.1.1.6.5.5 The system shall display blank fields if no Clemency Records exist for the Prisoner.
- 3.1.1.6.5.6 The system shall display a list of prior saved Clemency Review Records in columns.
- 3.1.1.6.5.7 The system shall provide the ability to select any item on the row to display only that review.
- 3.1.1.6.5.8 The system shall allow the user to click any item on the row to display only that review.
- 3.1.1.6.5.9 The system shall differentiate between initial or annual clemency reviews.
- 3.1.1.6.5.10 The system shall record the date the Prisoner requested an appeal or that the court requested an appeal.
- 3.1.1.6.5.11 The system shall indicate the source of the request for an appeal (e.g. Prisoner, JAG, Commander, etc.).
- 3.1.1.6.5.12 The system shall calculate the date a Prisoner is eligible for clemency.
- 3.1.1.6.5.13 The system shall calculate the date a Prisoner is eligible for parole.
- 3.1.1.6.5.14 The system shall record the decision made by the clemency board.
- 3.1.1.6.5.15 The system shall record the date of the clemency board’s decision.
- 3.1.1.6.5.16 The system shall record the date of the parole board’s decision.
- 3.1.1.6.5.17 The system shall record the comments of the clemency board.
- 3.1.1.6.5.18 The system shall record the comments of the parole board.
- 3.1.1.6.5.19 The system shall attach each parole and clemency comment to a Prisoner’s record.
- 3.1.1.6.5.20 The system shall display to authorized users Prisoner appellate actions.
- 3.1.1.6.5.21 The system shall set a suspense date in accordance with the Post-Trial Handbook for JA’s response to requests for appeal, clemency, and parole.
- 3.1.1.6.5.22 The system shall record the date the Prisoner applied for clemency.
- 3.1.1.6.5.23 The system shall set a suspense date in accordance with Post-Trial handbook for Correction’s response to a request for clemency.
- 3.1.1.6.5.24 The system shall save the following data regarding a parole hearing:
- a. The calculated date for the parole hearing
  - b. Prisoner information
  - c. Last Name
  - d. First Name
  - e. SSN
  - f. Length of Sentence
  - g. Assignment Start Date
  - h. Length of Sentence Served

- i. Training Accomplished
- j. Date Prisoner Requested for Parole Hearing
- k. Parole Hearing Date
- l. Parole Board Members Information:
  - m. Last Name
  - n. First Name
  - o. Rank/Grade
  - p. Street Address
  - q. City
  - r. State
  - s. Zip Code
  - t. Parole Hearing Location
  - u. Facility Name
  - v. Facility UIC/RUC
  - w. Result of Hearing
  - x. Parole Granted
  - y. Parole Denied
  - z. Parole Board Member Comments (if provided)
  - aa. Date for Next Parole Hearing
- 3.1.1.6.5.25 The system shall display to authorized users when a Prisoner is eligible for parole.
- 3.1.1.6.5.26 The system shall display to authorized users the results of the parole hearing.
- 3.1.1.6.5.27 The system shall display to authorized users the time and date of the parole hearing.
- 3.1.1.6.5.28 The system shall display to authorized users the granting of clemency.
- 3.1.1.6.5.29 The system shall save the date the victim was told of a pending release.
- 3.1.1.6.5.30 The system shall save the Prisoner's release date.
- 3.1.1.6.5.31 The system shall print form DD-214 with all pertinent information.
- 3.1.1.6.5.32 The system shall record the beginning date of a Mandatory Supervised Release (MSR).
- 3.1.1.6.5.33 The system shall create appellant documentation and associated letters.
- 3.1.1.6.5.34 The system shall allow Read/Create/Edit/Track of Custody Level data and documentation.
- 3.1.1.6.5.35 The system shall allow Read/Create/Edit/Track of Appointments data and documentation.
- 3.1.1.6.5.36 The system shall record all necessary data for and generate the following DD Forms: 2715, 2715-1, 2715-2, 2715-3, 2710, 2709
- 3.1.1.6.5.37 The system shall display user-defined data entry fields for recommendations and decision regarding Supervised Release.
- 3.1.1.6.5.38 The system shall display user-defined data entry fields for appeals regarding Supervised Release.
- 3.1.1.6.5.39 The system shall display user-defined data entry fields for the approvals of supervised release.
- 3.1.1.6.5.40 The system shall provide the ability to view specific reviews individually.
- 3.1.1.6.5.41 The system shall differentiate between initial or annual parole/MSR reviews.

### 3.1.1.6.6 Brig Administration

This module provides information about all Staff members who are employed by a Unit. It provides a method for entering and modifying records for staff personnel. Information about staff and Prisoners courses are displayed and the user is provided with a method of adding, deleting students, entering grades, and scheduling individual/Group courses. Job assignments and time sheet tracking are done. This module also provides users the ability to make global Group assignments and Group changes. Incident and situation reports are also captured and maintained.

- 3.1.1.6.6.1 Brig Administration shall be segregated into six sections, including:
  - a. Staff
  - b. Prisoner Courses
- 3.1.1.6.6.2 The system shall provide the ability to add, search, view, edit and archive Staff Members (Brig specific).
- 3.1.1.6.6.3 The system shall provide the ability to view Staff Members by browsing a list of staff currently employed.
- 3.1.1.6.6.4 The system shall provide the capability to store, display and report work profile information for Staff members.
- 3.1.1.6.6.5 The system shall provide the capability to Create/Edit Prisoner Courses, Schedule Prisoners for Courses and enter Attendance and Grades for courses.
- 3.1.1.6.6.6 The system shall provide the ability to search, assign and track course attendance and grades for current Prisoners or detainees.

#### 3.1.1.6.7 Appellate Administration

The system shall provide Navy and Marine Corps Appellate Leave Activity (NAMALA) the ability to administer centralized processing/tracking for all Navy and Marine Corps members on mandatory appellate leave or assigned to the Federal Bureau of Prisons while awaiting results of appellate review and members assigned to parole/supervised release by the Navy Clemency and Parole Board (NC&PB).

- 3.1.1.6.7.1 The system shall allow the user to access the NAMALA data fields.
- 3.1.1.6.7.2 The system shall allow the user to access NAMALA reporting functions.
- 3.1.1.6.7.3 The system shall allow the user to access NAMALA "Letter Creation" functions.
- 3.1.1.6.7.4 The system shall allow the user to access NAMALA Database Reference Table Management.
- 3.1.1.6.7.5 The system shall allow the user to access NAMALA User Management.
- 3.1.1.6.7.6 The system shall, when creating a new record, prompt the user for the appellants SSN and check if the appellant is already in NJIS database.
- 3.1.1.6.7.7 The system shall auto-populate or allow the user to enter data for the appellant.
- 3.1.1.6.7.8 The system shall display pre-populated fields on the appellant.
- 3.1.1.6.7.9 The system shall validate that the date joined is less than or equal to today's date.
- 3.1.1.6.7.10 The system shall validate that SSN is 9 digits.
- 3.1.1.6.7.11 The system shall validate that the submitted appellant does not exist in the active NAMALA database tables.
- 3.1.1.6.7.12 The system shall allow the user to browse to an appellant and then edit, delete and create letters for an appellant.
- 3.1.1.6.7.13 The system shall verify that Sentence Adjustment date is less than Court-Martial Order dated.
- 3.1.1.6.7.14 The system shall provide users the ability to delete appellants.

- 3.1.1.6.7.15 The system shall provide users with the ability to search for discharged appellants.
- 3.1.1.6.7.16 The system shall provide users the ability to create letters using templates generated and stored in the system.
- 3.1.1.6.7.17 The system shall recreate the Resident Control Number (RCN) if the SSN is changed.
- 3.1.1.6.7.18 The system shall provide users the ability to print all reports as they are displayed on the screen. The following reports shall be generated:
  - a. Alpha Roster
  - b. Alpha Roster for NAMALA
  - c. Appellant Hit List
  - d. Appellant Status Report
  - e. DD-214 Log
  - f. DNA Required
  - g. Drop Report
  - h. Join Checklist
  - i. Join Report
  - j. Officer List
  - k. Supervised Release List
- 3.1.1.6.7.19 The system shall provide the user with ability to search and view information for Prisoners in confinement.
- 3.1.1.6.7.20 The system shall provide the user the ability to create a DD Form 214 for appellants.
- 3.1.1.6.7.21 The system shall allow the user to save or cancel a new appellant entry.
- 3.1.1.6.7.22 The system shall verify that all required fields are filled.
- 3.1.1.6.7.23 The system shall allow the user to add another appellant or continue editing the same record after submitting required, validated data for an appellant.
- 3.1.1.6.7.24 The system shall list multiple court actions for a single appellant if applicable.
- 3.1.1.6.7.25 The system shall retrieve the court for each court action if available.
- 3.1.1.6.7.26 The system shall display user-defined fields to provide relevant healthcare information.
- 3.1.1.6.7.27 The system shall display user-defined fields to provide relevant clemency information.
- 3.1.1.6.7.28 The system shall display user-defined fields to provide necessary appellant process information.
- 3.1.1.6.7.29 The system shall display user-defined fields to provide DD214 Information.
- 3.1.1.6.7.30 The system shall display different versions of each appellant letter for the Navy and Marine Corps.
- 3.1.1.6.7.31 The system shall allow the user to view reference tables.
- 3.1.1.6.7.32 The system shall enable the user to edit and add to reference tables based on permissions.
- 3.1.1.6.7.33 The system shall provide users the ability to perform “Record Maintenance” actions of changing the SSN or Name of Appellant.
- 3.1.1.6.7.34 The system shall compile a list of Prisoners who are in NJIS and on Supervised Release or are Parole Revokees.
- 3.1.1.6.7.35 The system shall allow the user to access the NAMALA data fields.

- 3.1.1.6.7.36 The system shall allow the user to access NAMALA reporting functions.
- 3.1.1.6.7.37 The system shall allow the user to access NAMALA “Letter Creation” functions.
- 3.1.1.6.7.38 The system shall allow the user to access NAMALA Database Reference Table Management.
- 3.1.1.6.7.39 The system shall allow the user to access NAMALA User Management.
- 3.1.1.6.7.40 The system shall, when creating a new record, prompt the user for the appellants SSN and check if the appellant is already in NJIS database.
- 3.1.1.6.7.41 The system shall auto-populate or allow the user to enter data for the appellant.
- 3.1.1.6.7.42 The system shall display pre-populated fields on the appellant.
- 3.1.1.6.7.43 The system shall validate that the date joined is less than or equal to today’s date.
- 3.1.1.6.7.44 The system shall validate that SSN is 9 digits.
- 3.1.1.6.7.45 The system shall validate that the submitted appellant does not exist in the active NAMALA database tables.
- 3.1.1.6.7.46 The system shall allow the user to browse to an appellant and then edit, delete and create letters for an appellant.
- 3.1.1.6.7.47 The system shall verify that Sentence Adjustment date is less than Court-Martial Order dated.
- 3.1.1.6.7.48 The system shall provide users the ability to delete appellants.
- 3.1.1.6.7.49 The system shall provide users with the ability to search for discharged appellants.
- 3.1.1.6.7.50 The system shall provide users the ability to create letters using templates generated and stored in the system.
- 3.1.1.6.7.51 The system shall recreate the Resident Control Number (RCN) if the SSN is changed.
- 3.1.1.6.7.52 The system shall provide users the ability to print all reports as they are displayed on the screen. The following reports shall be generated:
  - a. Alpha Roster
  - b. Alpha Roster for NAMALA
  - c. Appellant Hit List
  - d. Appellant Status Report
  - e. DD-214 Log
  - f. DNA Required
  - g. Drop Report
  - h. Join Checklist
  - i. Join Report
  - j. Officer List
  - k. Supervised Release List
- 3.1.1.6.7.53 The system shall provide the user with ability to search and view information for Prisoners in confinement.
- 3.1.1.6.7.54 The system shall provide the user the ability to create a DD Form 214 for appellants.

### 3.1.1.6.8 Navy Absentee Collection and Information Center

The system shall provide Navy Absentee Collection and Information Center (NACIC) users the ability to enter, track, and monitor and collect services of all personnel who are administratively declared deserters.

- 3.1.1.6.8.1 The system shall store data such that entry into any data fields will need to be entered once. Any fields that were previously entered will be auto-populated if they appear in subsequent screens.
- 3.1.1.6.8.2 The system shall record user ID, date, time, and transaction type for all create, revise, update, or delete actions.
- 3.1.1.6.8.3 The system shall display the user ID and the last date/time the Deserter Record was created or updated on the date entry screen associated with that record.
- 3.1.1.6.8.4 The system shall generate a new Originating Agency's Case Assignment (OCA) number for each desertion. Any existing desertion record will need to be closed in order to open a new desertion record for an individual based on the same SSN.
- 3.1.1.6.8.5 The system shall provide users the ability to view an "Operations" menu that will provide a list of Investigator requested changes to fields.
- 3.1.1.6.8.6 The system shall provide ad hoc reporting capability and display the following list of canned reports from NACIC user accounts:
  - a. Desertions
  - b. Case Change
  - c. Deserters Rolled to 41104
  - d. Missing DD Form 553 or Declaration Message
  - e. Past Due Records
  - f. Tickler
  - g. NACIC Admin
  - h. Department
  - i. Individual Staff Courses
  - j. Staff's Last Access
  - k. Staff Onboard Summary
  - l. Staff Recall
- 3.1.1.6.8.7 The system shall provide seven selections for NACIC users on the NACIC Page:
  - a. Deserters
  - b. Operations
  - c. NACIC Admin
  - d. Reports/Forms
  - e. Utilities
  - f. Help
  - g. Logout
- 3.1.1.6.8.8 The system shall provide the ability to create, browse, update, and save Deserter Records.
- 3.1.1.6.8.9 The system shall provide users the ability to browse Deserter records.
- 3.1.1.6.8.10 The system shall provide users the ability to create/run ad hoc reports on deserter records.
- 3.1.1.6.8.11 The system shall provide users the ability to enter, track, update, and display deserters via an "Operations" function.
- 3.1.1.6.8.12 The system shall display a banner/header at the top of the screen and display pertinent information on the deserter when a deserter record is accessed and while the record is open.

- 3.1.1.6.8.13 The system shall allow the authorized user to enter data from DD Form 553. Any data that was entered at any earlier stages will be auto-populated.
- 3.1.1.6.8.14 The system shall provide users the ability to “Save” and “Cancel” to store or cancel new information entered.
- 3.1.1.6.8.15 The system shall provide users the ability to enter biographical and service related information on deserters.
- 3.1.1.6.8.16 The system shall provide users the ability to enter multiple addresses for other persons associated with deserter.
- 3.1.1.6.8.17 The system shall provide users the ability to enter and track investigation lead contacts and record deserter Vehicle and License Information.
- 3.1.1.6.8.18 The system shall provide users the ability to enter and track deserter civilian apprehension and arrest information, including outstanding warrants.
- 3.1.1.6.8.19 The system shall indicate a “Yes” or “No” response to the following questions, except for Risk Assessment Notes:
  - a. Unauthorized absence (UA) over 1 year
  - b. Suicidal
  - c. Homicidal
  - d. Medical problems present
  - e. Deserter injuries present
  - f. History of UA/desertion
  - g. Risk for Tactical Action Officer (TAO)
  - h. Desire to return
  - i. Flight risk
  - j. Has money for transportation
  - k. Has transportation to airport
  - l. Has Identification
  - m. Hit request issued
  - n. Clearance is approved
  - o. Charges pending
  - p. Other reasons to disapprove
  - q. Risk Assessment Notes (data entry block)
- 3.1.1.6.8.20 The system shall provide the user the ability to enter and track deserters in the “Discharge In Absentia” process.
- 3.1.1.6.8.21 The system shall provide users the ability to create DD Forms, letters, and Fax documents associated with Deserter Apprehension, Confinement, and Transportation.
- 3.1.1.6.8.22 The system shall provide a link based on form title for the following reports/forms:
  - a. Confinement Order DD Form 2707
  - b. Stragglers Orders Information Request
  - c. TAO Flight Request Serial ATA (SATA) FAX
  - d. Post Area Questionnaire FAX
  - e. Housing Letter
  - f. Apprehension Request
  - g. DIA-TAO Jail Detainer Removal Auth. FAX

- h. TAO Jail Release FAX
  - i. Generic FAX Cover
  - j. Reward Letter
  - k. Hit Sheet
  - l. TAO-ROR (Return on Own Recognizance) Request Return to Deserter FAX
  - m. Return By Other Means (RBOM)/Self Turn-in FAX
  - n. TAO/ROR Orders
  - o. Next of Kin Letter
  - p. Next of Kin Labels for addresses
  - q. Deserter Letter
- 3.1.1.6.8.23 The system shall provide users the ability to track movement of Deserters.
- 3.1.1.6.8.24 The system shall allow assignment or selection of a TANGO number. The system shall generate a TANGO using "T", FY, 3 digit sequential numbers.
- 3.1.1.6.8.25 The system shall allow entry and store information about the Deserter movement.
- 3.1.1.6.8.26 The system shall display Form Title links:
- a. Receipt for Detained Person DD 2708
  - b. Mission Check-off Sheet
  - c. Print Card Front (red)
  - d. Records Transmittal PERS 5000/64
  - e. Movement Authorization (MA)
  - f. Print Card Back (Red)
  - g. Movement Order (MO)
  - h. 150% Letter
  - i. Green Print Card
  - j. Arrest Disposition Summary
  - k. Housing Letter
  - l. Reward Letter
- 3.1.1.6.8.27 The system shall feature Returned To Military Control (RMC)/Close Tab, which will contain the following fields for entry in its respective section:
- a. RMC Information
  - b. RMC Expected Date (if ROR or TAO)
  - c. Return Successful
  - d. ROR/TAO Costs
  - e. RMC Date
  - f. RMC Time
  - g. RMC DTG (required format DDHHMMZ MMM YY)
  - h. Return Accounting Code (RACC) Code
  - i. RMC Code
  - j. Return Station
  - k. Final Disposition Information
  - l. Final Disposition Memo
  - m. Final Disposition Rec'd
  - n. Venue
  - o. Discharge Type

- p. Confinement Type
  - q. Venue Date
  - r. Discharge Date
  - s. Confinement Date
  - t. Fine
  - u. Rate Reduction
  - v. Days Confined
  - w. No. Months Fine
  - x. Days Restriction
  - y. Case Close
  - z. Case Close Date
  - aa. Reason Case was Closed
  - bb. Date Death Certificate Received
- 3.1.1.6.8.28 The system shall display Form Title links that can be auto-generated from the RMC screen are:
- a. RMC Message
  - b. Green Print Card Disposition
- 3.1.1.6.8.29 The system shall allow for automatic population of the MA # when NACIC is escorting a deserter and a user accesses the “Movement” Tab.
- 3.1.1.6.8.30 The system shall provide users the ability to enter, track, and monitor and collection services of all non-discharged Naval personnel who are administratively declared deserters, discharged members still subject to the jurisdiction of the Uniform Code of Military Justice (UCMJ); including parole/supervised release violators and escaped Prisoners.
- 3.1.1.6.8.31 The system shall generate a new Originating Agency’s Case Assignment (OCA) # for each desertion record. The OCA number is a 7-digit number consisting of the two-digit year followed by the two-digit month and a three-digit order number (e.g. 0605123 corresponds to May, 2006 and order # 123)
- 3.1.1.6.8.32 The system shall provide the ability to create, browse, update and save Deserter Records.
- 3.1.1.6.8.33 The system shall require the entry of sufficient information to establish a new deserter record from the DD Form 553.
- 3.1.1.6.8.34 The system shall provide users the ability to browse/search Deserter records.
- 3.1.1.6.8.35 The system shall provide users the ability to create a “Declaration” Message.
- 3.1.1.6.8.36 The system shall provide the ability to enter, update and display Deserter address information to include “Permanent Address” and “Other Address” with the following fields
- a. Type
  - b. Relation
  - c. Name
  - d. Address
  - e. Phone
- 3.1.1.6.8.37 The system shall provide users the ability to generate letters and labels for next of kin as well as deserter letters.

- 3.1.1.6.8.38 The system shall provide the ability to view select deserter information and create investigation notes using user-defined fields.
- 3.1.1.6.8.39 The system shall provide users the ability to view all notes on a deserter.
- 3.1.1.6.8.40 The system shall provide users the ability to enter, modify and display deserter apprehension information using user-defined fields for data entry.
- 3.1.1.6.8.41 The system shall provide users the ability to add a Holding Facility using user-defined fields for data entry.
- 3.1.1.6.8.42 The system shall provide a Decision section where notes based off of a set of user-defined questions can be recorded.
- 3.1.1.6.8.43 The system shall provide the ability to enter, modify and display Deserter return information using user-defined fields.
- 3.1.1.6.8.44 The system shall provide users the ability to track movement of Deserters.
- 3.1.1.6.8.45 The system shall assign or select a TANGO number to assist in the tracking of deserter movement.
- 3.1.1.6.8.46 The system shall allow entry and store information about the Deserter movement using user-defined fields.
- 3.1.1.6.8.47 The system shall provide user-defined data entry fields for Return to Military Control (RMC) Information, Final Dispo Information, and Case Closure.
- 3.1.1.6.8.48 The system shall automatically populate MA # when NACIC is escorting a deserter. The MA # is a five-digit number, consisting of the two-digit fiscal year and three digit movement number (e.g. 06-219 means FY 2006 and movement number 219). The system will update number generation at the start of each year (FY). Number will begin with an "M".
- 3.1.1.6.8.49 The system shall provide the ability to record a description of calls and requests received by the investigator; the system shall auto-populate date, time, and name of person making the activity log entry.
- 3.1.1.6.8.50 The system shall provide the ability to assign investigators to one or more deserter cases.
- 3.1.1.6.8.51 The system shall provide the ability to view all messages populated by the app. Each message can be reviewed and approved before transmitting. End of Month messages for commands will be created in this option.
- 3.1.1.6.8.52 The system shall display created messages using user-defined fields.

#### 3.1.1.6.9 Appointments

- 3.1.1.6.9.1 The system shall provide the ability to create and edit appointments for Prisoners within the facility prior to their minimum release date. The user shall be able to create individual group, and recurring appointments.
- 3.1.1.6.9.2 The system shall provide the ability to search and select a Prisoner on user-defined criteria.
- 3.1.1.6.9.3 The system shall not allow Prisoner appointments to duplicate or overlap.
- 3.1.1.6.9.4 The system shall direct the user to an Appointments Conflict area of the interface when there is an appointment conflict.
- 3.1.1.6.9.5 The system shall provide the ability to display all historical appointments in a non-editable format.

- 3.1.1.6.9.6 The system shall not allow non-administrative users to edit group appointments.
- 3.1.1.6.9.7 The system shall allow only the person who entered an appointment or users authorized to overwrite an appointment to change or delete the appointment.
- 3.1.1.6.9.8 The system shall provide the ability to add multiple, new appointments.
- 3.1.1.6.9.9 The system shall require a ten minute interval between appointments.
- 3.1.1.6.9.10 The system shall display appointments in chronological order.
- 3.1.1.6.9.11 The system shall display classes or appointments scheduled for any individual Prisoner.
- 3.1.1.6.9.12 The system shall provide the ability to delete appointments and re-occurring appointments.
- 3.1.1.6.9.13 The system shall prevent scheduling appointments prior to the current date.
- 3.1.1.6.9.14 The system shall only allow the creation of appointments for Prisoners prior to their minimum release date.
- 3.1.1.6.9.15 The system shall allow authorized users to create and edit appointments for Prisoners. The user shall be able to create individual, group, and recurring appointments.

### 3.1.1.7 Import/Export Data

The system shall have the ability to both import data and export data. Import is defined as the ability of the system to consume the data load from an interface; export is defined as the ability of the system to create/extract data to an interface. This import/export capability will include both import/export of data from/to interface in Word, Excel, PowerPoint, and other file formats as required by the system.

3.1.1.7 Import/Export Data

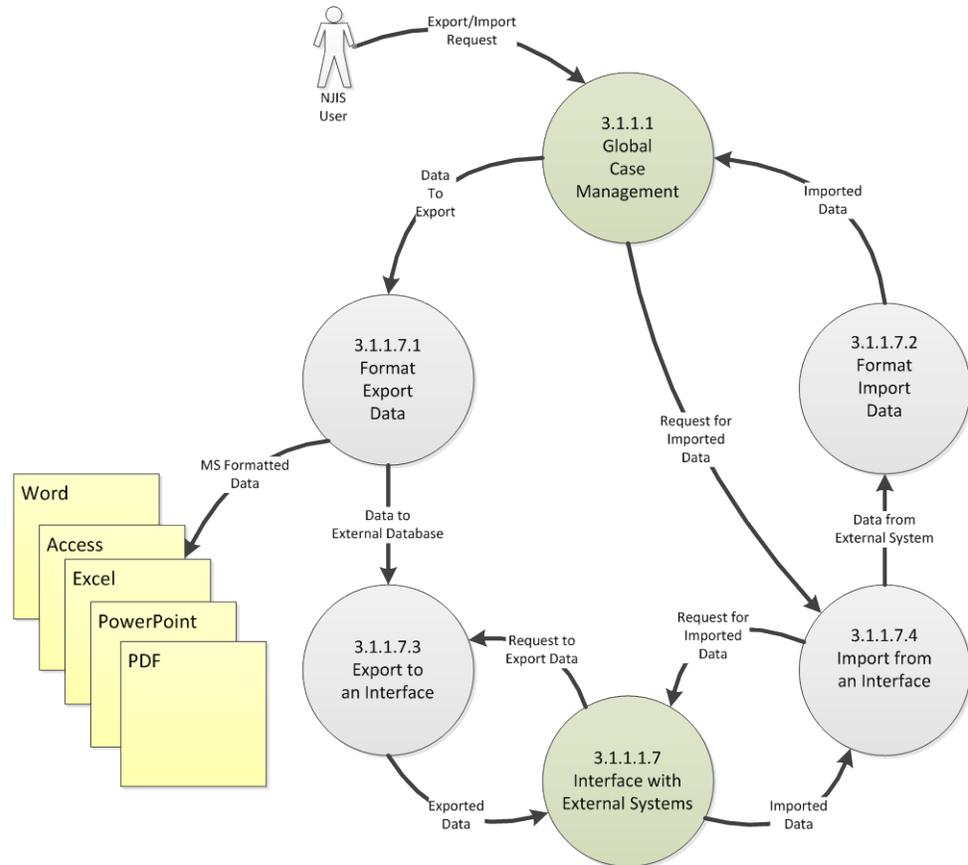


Figure 112 – Import/Export Data Flow Diagram

### 3.1.1.7.1 Format Export Data

3.1.1.7.1.1 The System shall export archived case files in the following formats:

- a. Word Document (.doc, .docx)
- b. Excel Documents (.xls, .xlsx)
- c. PowerPoint (.ppt, .pptx)
- d. Portable Document Format (.pdf)
- e. Rich Text Format (.rtf)

3.1.1.7.1.2 The system shall export data in the following file formats:

- a. Word Document (.doc, .docx)
- b. Excel Documents (.xls, .xlsx)
- c. PowerPoint (.ppt, .pptx)
- d. Portable Document Format (.pdf)
- e. Rich Text Format (.rtf)
- f. DIBRS file

3.1.1.7.1.3 The system shall format case management reports for export in each of the following formats:

- a. Word Document (.doc, .docx)
- b. Excel Documents (.xls, .xlsx)
- c. PowerPoint (.ppt, .pptx)
- d. Portable Document Format (.pdf)
- e. Rich Text Format (.rtf)

3.1.1.7.1.4 The system shall export line up sheets in the following formats:

- a. Word Document (.doc, .docx)
- b. Excel Documents (.xls, .xlsx)
- c. PowerPoint (.ppt, .pptx)
- d. Portable Document Format (.pdf)
- e. Rich Text Format (.rtf)

3.1.1.7.1.5 The system shall export archived records.

### 3.1.1.7.2 Format Import Data

The system will upload documents from many sources, including the “desktop” of the user’s computer.

3.1.1.7.2.1 The system shall import documents in each of the following formats to support case management functions:

- a. Word Document (.doc, .docx)
- b. Excel Documents (.xls, .xlsx)
- c. PowerPoint (.ppt, .pptx)
- d. Portable Document Format (.pdf)
- e. Rich Text Format (.rtf)
- f. Extensible Markup Language (XML)
- g. HTML

### 3.1.1.7.3 Export to an Interface

3.1.1.7.3.1 The system shall export data to the following external systems:

- a. DDEX
- b. DCII
- c. DIBRS (flat file transfer)

- d. DSAID (flat file transfer)
- e. ENABLER
- f. NERMS
- g. MCTFS (objective)
- h. NCIS RIMS
- i. VITALS

#### 3.1.1.7.4 Import from an Interface

3.1.1.7.4.1 The system shall import data from the following databases:

- a. CLEOC
- b. CORMIS (during Phase I)
- c. DCII
- d. DSAID
- e. DEERS
- f. DEIDS
- g. ENABLER
- h. MCTFS
- i. NERMS
- j. NSIPS
- k. NCIS RIMS

### 3.1.2 Administer System

As with any system, one of the overall functions is that of administration. Administration includes the management of passwords, establishing and managing user identities, creation and deletion of workflows, creation and deletion of user accounts, and the creation and deletion of critical data.

Additionally, the administrative portion of the system will provide the ability to examine audit logs, create reports using the contents of audit logs, user information, and system information.

Overall, the administrative functions will provide capabilities needed to maintain the operation of NJIS.

These functions are:

- 3.1.2.1 Manage Users
- 3.1.2.2 Manage Electronic Signatures
- 3.1.2.3 Manage Workflows
- 3.1.2.4 Manage Forms
- 3.1.2.5 Manage Reports
- 3.1.2.6 Metrics and Statistics

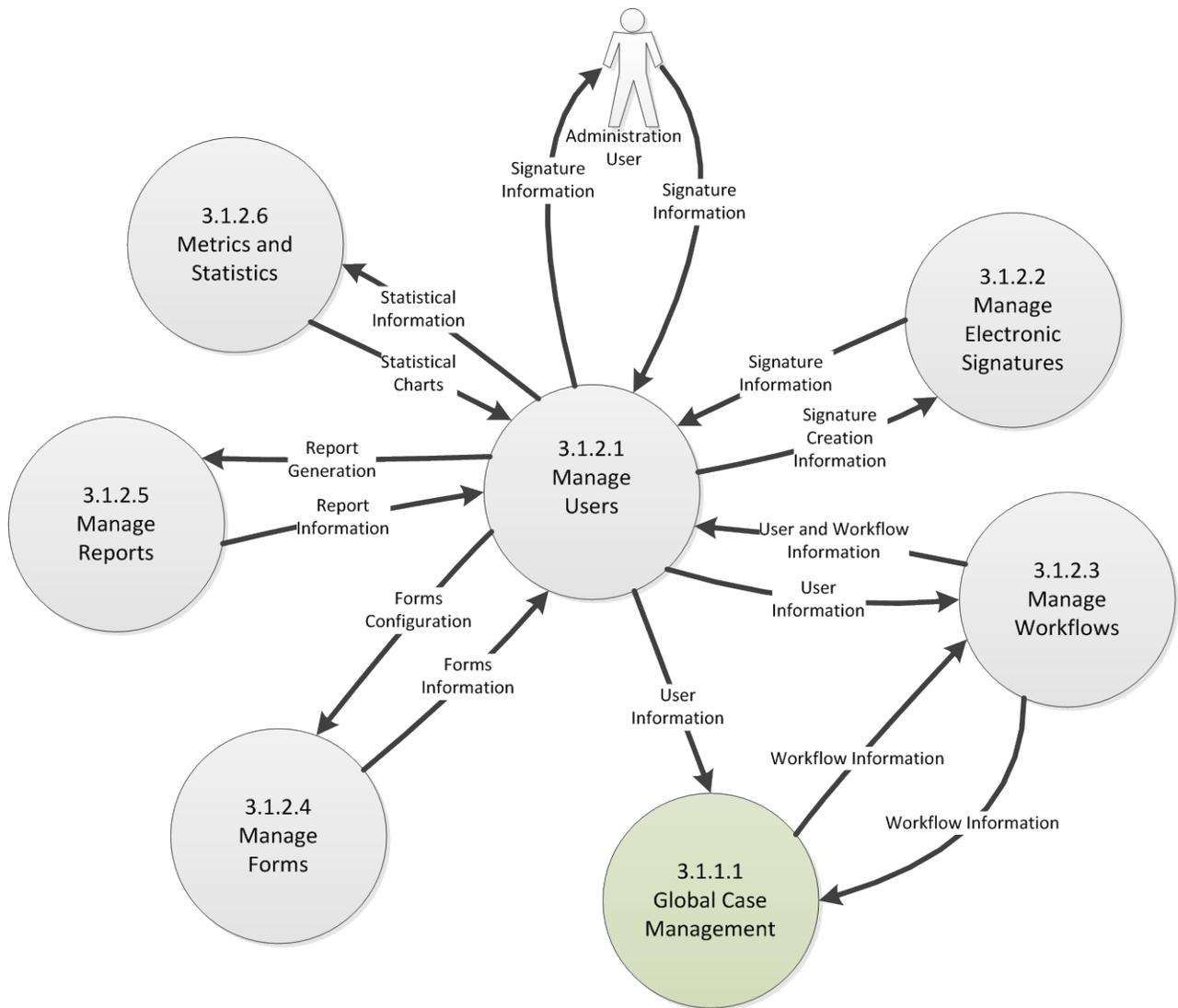


Figure 123 – Administer System Data Flow Diagram

### *3.1.2.1 Manage Users*

Each system requires the development of profiles for its users. These profiles include user names and permissions.

- 3.1.2.1.1.1 The system shall create users with the following characteristics:
  - a. Last Name
  - b. First Name
  - c. Middle Name (or initial)
  - d. User Name
  - e. Access Permissions (which types of records can be viewed, etc.)
  - f. Group Memberships (what areas and types of records the user can view)
  - g. Organization
  - h. Rank/Grade
  - i. Contact information
  - j. Phone Number
  - k. E-mail Address
- 3.1.2.1.1.2 The system shall provide administrative capabilities including:
  - a. Troubleshooting
  - b. User Management
  - c. Workflow Management
  - d. Logging on as another user
  - e. Deleting files in another user's account when logged on as that user
  - f. Activation of a user account
  - g. Deactivation of a user account
- 3.1.2.1.1.3 The system shall search for users by:
  - a. Username
  - b. User Last Name
  - c. User First Name
- 3.1.2.1.1.4 The system search results will provide additional information about the individual.

### *3.1.2.2 Manage Electronic Signatures*

NJIS is intended to replace the use of paper forms in the daily processing of cases. Where possible, rather than moving a piece of paper from one person to another, the information contained in that paper will be viewable by a progressive set of people. Where required, the system will provide the capability for electronic signatures to substitute for pen or physical signatures.

- 3.1.2.2.1.1 The system shall provide the ability for the user to electronically sign a document.
- 3.1.2.2.1.2 The system shall not allow electronically signed documents to be modified.
- 3.1.2.2.1.3 The system shall print documents with proof of electronic signature displayed on the document.
- 3.1.2.2.1.4 The system shall create PDF documents with proof of an electronic signature on the document.
- 3.1.2.2.1.5 The system shall indicate when a document has been signed electronically by recording the signature's date time group.
- 3.1.2.2.1.6 The system shall display to authorized users when a document has been signed electronically.

### *3.1.2.3 Manage Workflows*

One of the benefits of using a case management system is the system can be used to encourage users to adhere to established processes. The workflow management functions enable the users (through the appropriate system administrator) to determine which records or actions are approved by which personnel or organization and when the approval is made. If a report resulting from an investigation is created, the agent can submit it to the supervisor(s) before the report is forwarded to the appropriate personnel. If changes are required, the workflow can be used to return the document (or more accurately, the record) to be viewed and edited by its owner. The contents of the document will determine the workflow and, as a result of the specific workflow, the personnel who will see the document. The workflow function will also be used to display information of pending records, deadlines, and reviews to authorized users.

- 3.1.2.3.1.1 The system shall allow the administrator to establish workflows that allow supervisors to validate contents of a document.
- 3.1.2.3.1.2 The system shall display workflow routing for the next individual in a process once the previous individual has passed the document forward.
- 3.1.2.3.1.3 The system shall enable the owner of a document to set suspense dates for the completion of each document approver or signatory.
- 3.1.2.3.1.4 The system shall display an alert if a document has not been processed by an individual in the workflow.
- 3.1.2.3.1.5 The system shall enable the user to set the number of days a person has to act on a document sent to them through the workflow mechanism.
- 3.1.2.3.1.6 The system shall display an alert that a document is waiting for the recipient's review and/or approval.
- 3.1.2.3.1.7 The system shall display to authorized users when a document in the owner's workflow has been acted on by a user.
- 3.1.2.3.1.8 The system shall log the amount of time (days) between the display of notification to the recipient of the arrival of a document for action and the date the recipient acts on the document.
- 3.1.2.3.1.9 The system shall enable an administrator to delete workflows.
- 3.1.2.3.1.10 The system shall allow the user to edit the individuals within a workflow.
- 3.1.2.3.1.11 The system shall allow an authorized user to create workflows.
- 3.1.2.3.1.12 The system shall display an alert to all authorized users of a change in a workflow.
- 3.1.2.3.1.13 The system shall forward the document to the next person in the workflow once a person has completed his or her processing of a document.
- 3.1.2.3.1.14 The system shall enable the user to determine who can view information from the workflows, when they can view it, and whether or not they can edit the information.
- 3.1.2.3.1.15 The system shall notify the system user through a display mechanism and generate status reports of approaching significant dates that are related to a case based on the user or organizational policy and requirements.
- 3.1.2.3.1.16 The system shall record the assignment durations using date and timestamp functionality.

#### *3.1.2.4 Manage Forms*

There will be no actual forms within the system. Instead, the system collects and displays data according to the forms that would be used in a manual transaction. For instance, while the system will provide the ability to create and maintain a desk journal, the system will not present a replica of the form. However, it will collect all of the information used in completing a desk journal. More importantly, if the desk journal is to be printed, the system would create a hard copy of the actual form with the collected data filled in. It would also print the electronic signature of the person who created the journal and attached his or her signature. The fields for any forms may change from time to time. The system will provide a method of tracking and controlling those changes.

- 3.1.2.4.1.1 The system shall prohibit unauthorized users from changing the forms template (the data to be collected in the use of the form).
- 3.1.2.4.1.2 The system shall indicate who changed the form.
- 3.1.2.4.1.3 The system shall indicate the reason for the change in the form.
- 3.1.2.4.1.4 The system shall record the changes in the form.
- 3.1.2.4.1.5 The system shall allow users to see the above information.
- 3.1.2.4.1.6 The system shall display to authorized users any changes to the forms.
- 3.1.2.4.1.7 The system shall provide a list of pamphlets to be provided to witnesses.
- 3.1.2.4.1.8 The system shall provide a list of pamphlets to be provided to victims.
- 3.1.2.4.1.9 The system shall indicate if the witness has received the appropriate pamphlets.
- 3.1.2.4.1.10 The system shall create each of the Victim/Witness Assistance Program (VWAP) pamphlets to include:
  - a. DD 2701
  - b. DD 2702
  - c. DD 2703
  - d. DD 2704
  - e. DD 2705
- 3.1.2.4.1.11 The system shall generate formal letters, such as Request for Hearing.
- 3.1.2.4.1.12 The system shall display to authorized users of formal letters.
- 3.1.2.4.1.13 The system shall enable the commander to view the letter.

### **3.1.2.5**      *Manage Reports*

The management of reports used by NJIS will be accomplished by the administrative function of the system. The community reports manager will be responsible for the development and maintenance of standard reports and special reports. A report is defined as any listing of items, a list of cases the user wants to display in a certain manner, or a list of cases assigned to a specific agent.

- 3.1.2.5.1.1 The system shall allow authorized users to define and develop reports.
- 3.1.2.5.1.2 The system shall allow authorized users to designate reports as standard reports.
- 3.1.2.5.1.3 The system shall display notification to authorized users when recurring reports are available.
- 3.1.2.5.1.4 The system shall allow authorized users to schedule recurring reports.
- 3.1.2.5.1.5 The system shall provide a list of standard reports to system users.
- 3.1.2.5.1.6 The system shall track how often each standard form is used.
- 3.1.2.5.1.7 The system shall provide the community reports manager which forms use statistics to include the following:
  - a. Number of times the report format was used each week

- b. Locations of the use of each report format

### **3.1.2.6 Metrics and Statistics**

Because the system provides the ability to capture a large amount of information, the system will be able to provide a wide variety of statistics, anything from how long does it take for patrolmen to arrive at the scene of a disturbance, to their length of time at the site, to the amount of time a detainee spends in detention or jail. The number of values for which metrics can be captured and statistics generated is very large and the set of statistics cannot be realistically listed in this document. However, in general, the system shall be able to generate statistics using whatever criteria the user wishes to use. The following statistics are examples and not an exhaustive set of requirements.

- 3.1.2.6.1.1 The system shall calculate the time for patrolmen to respond to a dispatch.
- 3.1.2.6.1.2 The system shall maintain statistics for the following:
  - a. Time to respond to patrolman dispatch
  - b. Time to complete Field Interview Card (FIC)
  - c. Time to dispense a polygraph examination
  - d. Time for DNA results to be completed
  - e. Time between initial detention and first hearing
  - f. Time between Sentencing and Appeal
- 3.1.2.6.1.3 The system shall enable the community reports manager to create statistical reports as directed by the users.
- 3.1.2.6.1.4 The system shall graph statistical charts.
- 3.1.2.6.1.5 The system shall allow the user to select chart types to include, but not limited to:
  - a. Bar Charts
  - b. Scatter Charts
  - c. Lines/Graphs
  - d. Map Locations

### **3.1.3 Logistics and Training Requirements**

#### **3.1.3.1 Training Requirements**

- 3.1.3.1.1.1 The formal training shall include business objects user training, work flow (form flow) administrator/user training, standard and ad hoc reports, and system operation.
- 3.1.3.1.1.2 Training implementation for the system shall adhere to the plan outlined in the Navy Training System Plan.
- 3.1.3.1.1.3 The system shall provide Online help and tutorials for system familiarization (Online help and tutorial of system operation).
- 3.1.3.1.1.4 The system shall provide computer-based screen images and animation to demonstrate business/processing functions within system (remedial and self-paced training).
- 3.1.3.1.1.5 Logistics for the system shall adhere to the plan outlined in the Life Cycle Sustainment Plan (LCSP).

#### **3.1.3.2 Documentation Requirements**

- 3.1.3.2.1.1 Delivery of the system shall include instructions for installation, un-installation, and upgrade of each application.
- 3.1.3.2.1.2 Delivery of the system shall include documentation for both users and administrators.

- 3.1.3.2.1.3 Delivery of the system shall include all source code for the system, and will be owned by the government.
- 3.1.3.2.1.4 User manuals shall be written at a ninth-grade reading level and be comprehensive enough for knowledgeable field-level operators to resolve problems relying on the user manuals.
- 3.1.3.2.1.5 The System Administrator manual shall be comprehensive enough for knowledgeable system administrators to maintain and resolve system related issues.
- 3.1.3.2.1.6 The user shall have on-line access to all user manuals and system documentation.

### **3.1.3.3 *Embedded Help Requirements***

- 3.1.3.3.1.1 The system shall include context-sensitive help. The help features will be context-sensitive and will facilitate new user indoctrination and recurring training needs.
- 3.1.3.3.1.2 The system shall include an on-line instructional tutorial in the application.

### **3.1.3.4 *Help Desk Requirements***

- 3.1.3.4.1.1 The system shall include a help desk with 24/7 availability.
- 3.1.3.4.1.2 The help desk will conduct Knowledge Base Management.

### **3.1.3.5 *Computer Resources Requirements***

- 3.1.3.5.1.1 The system shall be able to gather key internal metrics on a weekly basis to determine application uptime trends.
- 3.1.3.5.1.2 The system shall be able to gather key internal metrics on a weekly basis to determine application uptime trends.
- 3.1.3.5.1.3 The system shall be able to gather key internal metrics on a weekly basis to determine trouble ticket trends.

## **3.1.4 *Non-Functional Requirements/System Technical Requirements***

### **3.1.4.1 *Performance Requirements***

- 3.1.4.1.1.1 The system shall allow users the ability to access the NJIS Portal a minimum average of 99.45% per 12-month period excluding planned downtime.
- 3.1.4.1.1.2 The system shall track, measure, and report over a 30-calendar day basis system availability and down-time.
- 3.1.4.1.1.3 The system shall support 2,500 initial simultaneous users and provide a scalability plan for increases (up to 5,000) or decreases in simultaneous users. (Simultaneous users are the number of users logged on the system at a given moment).
- 3.1.4.1.1.4 The system shall allow the public domain of the NJIS Portal to have the capability to handle 30,000 database transactions per hour. (Transactions are user initiated requests that read and modify data from one or more data sources based on input parameters selected by the user. The number of transactions per hour indicates the ability to handle throughput at peak usage hours during the day without degraded performance).
- 3.1.4.1.1.5 The system shall allow all web pages to load within two (2) seconds or less, in addition to the standard DON network latency with a minimum bandwidth of 32KB per second available to the NJIS application at the user terminal location.

(Transactions are user initiated requests that read and modify data from one or more data sources based on input parameters selected by the user. Contributing factors include network speed, number of records being returned, and whether the fields being queried are indexed in the data store. When pagination is employed, each successive read is considered a new transaction. In the parameters below, a record is considered 4 KB of data).

- 3.1.4.1.1.6 The system shall allow embedded or attached files of 100KB or less to load within seven (7) seconds with a minimum bandwidth of 32KB per second available to the NJIS application at the user terminal location.
- 3.1.4.1.1.7 The system shall ensure deployment of NJIS Portal environment does not reduce the performance and integrity of other web applications currently deployed in the DON Criminal Justice environment.
- 3.1.4.1.1.8 The vendor shall ensure that the web portal and middleware applications are able support load balancing and redundancy.

#### **3.1.4.2 Initial Response Estimates**

- 3.1.4.2.1.1 The system shall allow server response time for all NJIS ad hoc queries to be completed within two (2) seconds or less.  
(Server response time is measured from the time the server receives a request until the result is returned back to the requestor. It does not include transit time to the user terminal.)
- 3.1.4.2.1.2 The system shall allow presentation to the user terminal to be in accordance with the following performance requirement -- All pages shall load within seven (7) seconds or less with a minimum bandwidth of 32KB per second available to the NJIS application at the user terminal location.

#### **3.1.4.3 Information Assurance**

- 3.1.4.3.1.1 The system shall comply with the security and accreditation requirements as written in the Department of Defense Information Assurance and Accreditation Process (DIACAP) Instruction (DoDI 8510.01).

#### **3.1.4.4 Operational Requirements**

- 3.1.4.4.1.1 The system shall set the mean time between operational mission failures (hardware/software) to be greater than or equal to 1440 hours.  
(On average, the software and/or hardware shall not fail more than once within a 60 calendar day period.)
- 3.1.4.4.1.2 The system shall allow for hyperlinks to be identified by authorized users and allow the user to open the link in a window once selected.
- 3.1.4.4.1.3 The system shall allow authorized content managers to have the ability to make content changes (e.g. change forms, reports, displays).
- 3.1.4.4.1.4 The system shall provide the ability to browse and locate files contained on the user's workstation, designate those files for uploading, and upload those files to the specified location within NJIS.
- 3.1.4.4.1.5 The system shall have the ability, in addition to the system audit log, to track and display changes made to case data.
- 3.1.4.4.1.6 The system shall store and maintain Incident Reporting data in a data repository for the lifetime of the system.

- 3.1.4.4.1.7 The system shall comply with DOD 5015.02-STD, Electronic Records Management Software Design Criteria Standard as required.
- 3.1.4.4.1.8 The system shall support user-defined data availability requirements.
- 3.1.4.4.1.9 The system shall archive all Incident Reporting data more than 12 months old in accordance with Title 36, Code of Federal Regulations, Chapter XII, “National Archives and Records Administration,” Subchapter B, “Records Management”.
- 3.1.4.4.1.10 The system shall use GMT time as official record time and will also display local time or time zone in which the system is being used.

#### 3.1.4.5 *System Recovery*

- 3.1.4.5.1.1 The system shall have a RTO of less than 12 hours.  
(Recovery Time Objective (RTO) is the duration of time and a service level within which NJIS shall be restored at the backup or COOP data center after a disaster at the primary data center in order to avoid unacceptable consequences to the business process).
- 3.1.4.5.1.2 The system shall have a RPO of less than 8 hours.  
(Recovery Point Objective (RPO) is the duration of acceptable data loss in the event of a disaster and is often used in conjunction with the RTO to determine a data backup strategy for the system. Contributing factors for the RPO include the frequency of data backup, the time it takes to load the data into the system at the backup or COOP site, and the time it takes to get the system backup / COOP site online)

#### 3.1.4.6 *Implementation Requirements*

- 3.1.4.6.1.1 The system shall integrate and assimilate existing systems and serve as a common-interface incident-based reporting system, and case management and data collection vehicle.
- 3.1.4.6.1.2 The system shall enable the user interface to be web-based and capable of working with Internet Explorer (version based on current DISA Gold Disk Platinum guidance).
- 3.1.4.6.1.3 The system shall be available to users in limited bandwidth environments to collect, disseminate, store, and process (e.g. afloat and deployed units).
- 3.1.4.6.1.4 The system shall support Secure Hash Algorithm (SHA) -256 –to comply with DOD Cryptographic and Hash Algorithm Transition Guidance.
- 3.1.4.6.1.5 The Data Center shall provide a minimum of 13 terabytes of data storage with anticipated future storage need to accommodate growth to 50 terabytes within five (5) years.
- 3.1.4.6.1.6 The system shall support 50,000 user accounts.
- 3.1.4.6.1.7 The system shall allow Web Service data exchange using DON accepted standards.
- 3.1.4.6.1.8 The system shall incorporate a workflow component.
- 3.1.4.6.1.9 The system shall allow for the attachments to be part of a workflow package.
- 3.1.4.6.1.10 The system shall provide a default workflow process for managing incidents.
- 3.1.4.6.1.11 The system shall hide user password or Personal Identification Code (PIN) characters on the login page as they are entered.
- 3.1.4.6.1.12 The system shall display appropriate warning and privacy banners and require user acceptance prior to providing access.

- 3.1.4.6.1.13 The system shall be Public Key Infrastructure (PKI) enabled.
- 3.1.4.6.1.14 The system shall authenticate users via the Common Access Card (CAC) or Username/Password entry.
- 3.1.4.6.1.15 The system shall allow user authentication to include the use of a username and password only if CAC authentication is not possible.
- 3.1.4.6.1.16 The system shall allow User Administrators or other designated users to create Roles that are based upon functional area, responsibility within that functional area and user defined roles.
- 3.1.4.6.1.17 The system shall allow Roles to include headquarters-level users, field office-level users, analysts, case agents, and supervisory special agents (SSAs), applications/systems managers.
- 3.1.4.6.1.18 The system shall allow communication channels over the Internet to be encrypted using Transport Layer Security (TLS).
- 3.1.4.6.1.19 The system shall allow Web Service transactions to be digitally signed by the sender and validated by the receiver.
- 3.1.4.6.1.20 The system shall not allow passwords, PIN, and other private security credentials to be stored in logs.
- 3.1.4.6.1.21 The system shall include an audit log feature to allow system administrators to review failed login attempts.
- 3.1.4.6.1.22 The system shall include an audit log feature to allow system administrators to review the transactions completed by users (e.g. removing a subject from a case).
- 3.1.4.6.1.23 The system shall include an audit log feature that records all user transactions (e.g. removing users from a case).
- 3.1.4.6.1.24 The system shall allow access to data/records to be controlled through role-based access control (RBAC).
- 3.1.4.6.1.25 The system shall allow the administrator to modify the default role permissions after assigning a user to a role.
- 3.1.4.6.1.26 The system shall provide authorized users with a listing of the various user roles and privileges and exceptions to user roles and privileges as defined in previous requirement.
- 3.1.4.6.1.27 All NJIS servers and information will be hosted on a government installation.
- 3.1.4.6.1.28 The system shall have menu-driven help functions.
- 3.1.4.6.1.29 The system shall provide intuitive navigation help functions.
- 3.1.4.6.1.30 The system shall provide an on-line help capability.
- 3.1.4.6.1.31 The Vendor shall provide a 24/7/365 Help Desk to address issues for users worldwide.

Tier	Support Required
1	This is the initial support level responsible for basic customer issues. Provided by Functional Users and Vendor
2	Technicians in this realm of knowledge are responsible for assisting Tier I personnel in solving basic technical problems and for investigating elevated issues by confirming the validity of the problem and seeking for known solutions related to these more complex issues. Provided by Vendor
3	This is the highest level of support in a three-tiered technical support model responsible for handling the most difficult or advanced problems. Provided by Vendor

- 3.1.4.6.1.32 The Vendor shall comply with the Defense Information Technology Standards Registry (DISR)-mandated standards.
- 3.1.4.6.1.33 The system shall allow all XML messages to be based on predefined XML schemas. The vendor will consider using NIEM for exchanging Information. NIEM—the National Information Exchange Model—is a community-driven, government-wide, standards-based approach to exchanging information.
- 3.1.4.6.1.34 The system shall comply with the Security Technical Implementation Guides (STIGs) for the configuration standards for DoD IA and IA-enabled systems.

#### 3.1.4.7 *Compliance Requirements*

- 3.1.4.7.1.1 The system shall record and tabulate reportable incidents through the use of specific coding defined in DoD 7730.47-M or current instruction.
- 3.1.4.7.1.2 The system shall be Section 508 compliant.
- 3.1.4.7.1.3 The system shall comply with Clinger-Cohen Act (CCA) requirements.
- 3.1.4.7.1.4 The system shall certify and accredit through an enterprise process for identifying, implementing, and managing IA capabilities and services through the DoD DIACAP.
- 3.1.4.7.1.5 The system shall comply with DoDD 8500.01E, “Information Assurance (IA),” October 24, 2002 to achieve IA through a defense-in-depth approach that integrates the capabilities of personnel, operations, and technology.
- 3.1.4.7.1.6 The system shall comply with DoDD 8100.1, “Global Information Grid (GIG) overarching Policy,” September 19, 2002 to establish policy and assigns responsibilities for configuration management, architecture, and the relationships with the DoD.
- 3.1.4.7.1.7 The system shall comply with DoDI 8500.2, “Information Assurance (IA) Implementation,” February 6, 2003 for the implementation of policies, assignment of responsibility, and prescription of procedures for applying integrated, layered protection of the DoD information systems.
- 3.1.4.7.1.8 The system shall comply with all DON Enterprise Architecture (EA) requirements.
- 3.1.4.7.1.9 The system shall comply with DoD Internet Protocol version 6.0 (Ipv6) Standard Profiles for Ipv6 Capable Products; Version 3.0 dated June 13, 2008 when the DON Criminal Justice Information System becomes Ipv6 compliant.
- 3.1.4.7.1.10 The system shall make use of available data storage capacity at established DON Space and Naval Warfare Systems Command (SPAWAR), Navy/Marine Corps Intranet (NMCI), or USMC enterprise or regional data centers OR arrange for expanded data storage capacity in these same DON data centers.
- 3.1.4.7.1.11 The system shall procure software in alignment with DON Information Enterprise Governance Board (IGB) approved Enterprise Software License (ESL), or Enterprise Software Agreement (ESA) or DoD Enterprise Software Initiative (ESI).
- 3.1.4.7.1.12 The system shall store or make use of “country code”, and shall identify the mandated International Organization for Standardization (ISO) 3166 standard, titled “Codes for representation of names of countries and their subdivisions,” in the program architecture Technical Views.

- 3.1.4.7.1.13 The system shall implement the controls required for MACII Level. MAC level determines the IA control to be exercised annually in accordance with DoDI 8500.2 (IA Implementation), reflective of the importance of the system to the warfighter, and the stringency of protective measures required.
- 3.1.4.7.1.14 The system shall comply with the requirement to provide protection of sensitive data that should not become available in the public domain, such as Personally Identifiable Information (PII), information for official use only (FOUO), or any of the other categories of sensitive information, soon to be marked as Critical Unclassified Information (CUI).
- 3.1.4.7.1.15 The system shall ensure that any Commercial-Off-the-Shelf (COTS) software is currently supported and support is planned for entire fielded lifecycle.
- 3.1.4.7.1.16 The system shall NOT duplicate, or plan to duplicate, capabilities comparable to those provided by the designated DoD Enterprise Services.
- 3.1.4.7.1.17 The system shall be managed through the application of a systems engineering approach that optimizes total system performance and minimizes total ownership costs. A modular, open-systems approach shall be employed, where feasible.
- 3.1.4.7.1.18 The system shall allow the solution architecture to comply with content and format requirements identified in Appendix E of the DON Architecture Development Guide (ADG) when developing its Operational View (OV)-3 and System View (SV)-6/Service View (SvcV)-6.

#### **3.1.4.8 DIBRS Reporting Requirements**

- 3.1.4.8.1.1 The system shall adhere to all Data Submission Procedures and guidelines as defined in the DoD 7730.47-M or current version.
- 3.1.4.8.1.2 The system shall allow an Administrative Segment to be submitted for each reported incident. Specific information on each data element is included in the Data Element Dictionary, in the DoD 7730.47-M or current version.
- 3.1.4.8.1.3 The system shall allow an Offense Segment to be submitted for each incident report as defined in the DoD 7730.47-M or current version.
- 3.1.4.8.1.4 The system shall allow a Property Segment to be submitted for each type of property included in an incident as defined in the DoD 7730.47-M or current version.
- 3.1.4.8.1.5 The system shall allow a separate Victim Segment to be submitted for each victim involved in the incident (up to 999) as defined in the DoD 7730.47-M or current version.
- 3.1.4.8.1.6 The system shall allow an Offender/Arrestee Segment is to be submitted for each offender involved in the incident (up to 99) as defined in the DoD 7730.47-M or current version.
- 3.1.4.8.1.7 The system shall allow a Commander's Report of Action Taken Segment to be submitted for each person referred to the Commander for action as defined in the DoD 7730.47-M or current version.
- 3.1.4.8.1.8 The system shall allow a Results of Trial Segment to be submitted for each arrestee sent to trial as defined in the DoD 7730.47-M or current version.
- 3.1.4.8.1.9 The system shall allow a Corrections Segment record to be sent based on the actions of the corrections facility as a result of an incident as defined in the DoD 7730.47-M or current version.

#### *3.1.4.9 Accessibility*

NJIS will be accessed via the DON's enterprise network using CAC enabled or Username/Password authentication. Additionally, NJIS will be accessible through CAC authenticated Internet for users not connected to the enterprise network.

- 3.1.4.9.1.1 The system shall enable connectivity through the DON's enterprise network using CAC or Username/Password enabled authentication (the current program schedule identifies NJIS becoming active after the NGEN network has been established).
- 3.1.4.9.1.2 The system shall be accessible through CAC or Username/Password authenticated Internet for users not connected to the enterprise network.

## 4 DESIGN CONSTRAINTS

In any system, there are constraints, or limitations on how a problem can be solved or what technology will be used. Several of the items listed as functional requirements in the original document are closer to solutions or constraints. In order to avoid losing those items, they have been listed in this section as constraints.

### 4.1 Design Constraints

- 4.1.1.1.1.1 The system shall provide free text fields in Rich Text Format.
- 4.1.1.1.1.2 The system shall provide the user the ability to spell check any data that is represented in the system in free text fields.
- 4.1.1.1.1.3 The system shall provide the user the ability to conduct check grammar on any data that is represented in the system in free text fields.
- 4.1.1.1.1.4 The system shall use PKI for user authentication.
- 4.1.1.1.1.5 The system shall use the CAC or Username/Password for user authentication.
- 4.1.1.1.1.6 The system shall provide mouse-over functions on designated fields.
- 4.1.1.1.1.7 The system shall support the ability for authorized users to burn a copy of a case to a CD.
- 4.1.1.1.1.8 The system shall have the ability to fully integrate with other service agency systems in order to streamline joint basing initiatives.

## 5 SUMMARY

The contents of this document are intended to provide the reader with the functions NJIS shall have in order to effectively support Navy/Marine Corps LE, INV (including NCIS), CMDA, USN OJAG / USMC SJA to the CMC, and COR.

## Appendix A. Acronyms

<b>Acronym</b>	<b>Meaning</b>
ADBD	Active Duty Base Date
ADG	Architecture Development Guide
ADSEP	Administrative Separation
AF	Air Force
AFIP	Armed Forces Institute of Pathology
AIMS	Adult Internal Management System
AIS	Automated Information System
AOIC	Acting Officer in Charge
APB	Acquisition Program Baseline
BOG	Board of Governance
BOI	Board of Inquiry
BPR	Business Process Re-engineering
BW	Bread and Water
C&A	Certification and Accreditation
CA	Convening Authority
CAA	Convening Authority's Action
CAAF	Court of Appeal for the Armed Forces
CAC	Common Access Card
CANES	Consolidated Afloat Networks and Enterprise Services
CCA	Clinger-Cohen Act
CCB	Change Control Board
CCN	Case Control Number
CCU	Correctional Custody Unit
CD	Compact Disk
CDD	Capability Development Document
CIA	Central Intelligence Agency
CIC	Commandant, Installations Command
CID	Criminal Investigations Division
CIO	Chief Information Officer
CIR	Criminal Intelligence Report
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CJIS	Criminal Justice Information System
CLEOC	Consolidated Law Enforcement Operations Center
CMC	Commandant, Marine Corps
CMDA	Command Actions
CMO	Court-Martial Order
CMS	Case Management System
CNIC	Commander Navy Installations Command
CO	Commanding Officer
COI	Communities of Interest
COOP	Continuity of Operations
COR	Corrections
CORMIS	Corrections Management Information System
COTS	Commercial-Off-the-Shelf
CPD	Capability Production Document
CR	Change Request

<b>Acronym</b>	<b>Meaning</b>
CRD	Capability Requirements Document
CSP	Counterintelligence Scope
CUI	Critical Unclassified Information
D&A	Disciplinary and Adjustment
DC	Defense Counsel
DCII	Defense Clearance Index of Investigations
DD	Department of Defense
DDEX	Defense Law Enforcement Data Exchange
DEERS	DoD Enrollment Eligibility Reporting System
DEIDS	DoD Employee Interactive Data System
DIACAP	DoD Information Assurance and Accreditation Process
DIBRS	Defense Incident-Based Reporting System
DISR	Defense Information Technology Standards Registry
DMDC	Defense Manpower Data Center
DNA	Deoxyribonucleic acid
DOB	Date of Birth
DoD	Department of Defense
DoDAF	Department of Defense Architecture Framework
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DOJ	Department of Justice
DON	Department of the Navy
DON/AA	Department of the Navy Assistant for Administration
DRB	Death Review Board
DRP	Death Review Panel
DSAID	Defense Sexual Assault Incident Database
DTG	Date-Time Group
EA	Enterprise Architecture
EAOS	End of Active Obligated Service
ECN	Enterprise Control Number
EDIPI	Electronic Data Interchange Personal Identifier
EFTS	Electronic Fingerprint Transmission Standards
ESA	Enterprise Software Agreement
ESC	Executive Steering Committee
ESI	Enterprise Software Initiative
ESL	Enterprise Software License
ET	Earned Time
FAPA	Forfeiture of All Pay and Allowances
FBI	Federal Bureau of Investigations
FBOP	Federal Bureau of Prisons
FF	Forfeiture and Fine
FIC	Field Interview Card
FISMA	Federal Information Security Management Act
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FP	Financial Privacy
FRD	Functional Requirements Document
GCM	General Court-Martial

<b>Acronym</b>	<b>Meaning</b>
GCMCA	General Court-Martial Convening Authority
GESPS	GIG Enterprise Service Profile
GIF	Graphical Interchange Format
GIG	Global Information Grid
GIS	Geographic Information System
GT	Good Time
HQMC	Headquarters, U.S. Marine Corps
HRB	High Risk Billets
HUMINT	HUMAN INTelligence
IA	Information Assurance
IC	Intelligence Community
ICD	Interface Control Document
ICR	Incident/Complaint Reports
ID	Identification
IEA	Information Enterprise Architecture
IGB	Information Enterprise Governance Board
IHCA	In Hands of Civil Authorities
INS	Installation
INV	Investigations
IO	Initiative Operation
IP	Internet Protocol
Ipv6	Internet Protocol version 6.0
IR	Incident Report
IRO	Initial Review Officer
ISNS	Integrated Shipboard Network System
ISO	International Organization for Standardization
JA	Judicial Actions
JAG	Judge Advocate General
JAGMAN	Judge Advocate General Manual
JAI	Judge Advocate Information Plans and Programs
JAR	Judge Advocate Review
JFIF	JPEG File Interchange Format
JPEG	Joint Photographic Expert Group
JROC	Joint Requirement Oversight Council
JSR	Java Specification Request
KB	Kilobyte
KPP	Key Performance Parameter
KSA	Key System Attribute
LCSP	Life Cycle Sustainment Plan
LDAP	Lightweight Directory Access Protocol
LE	Law Enforcement
LEA	Law Enforcement Agency
LEPSAR	Law Enforcement and Physical Security Activities Report
LOD	Line of Duty
M&RA	Manpower and Reserve Affairs
MA	Movement Authorization
MAC	Mission Assurance Category
MC	Marine Corps

<b>Acronym</b>	<b>Meaning</b>
MCEN	Marine Corps Enterprise Network
MCIO	Military Criminal Investigative Organization
MCRT	Major Case Response Team
MCTFS	Marine Corps Total Force System
MDA	Milestone Decision Authority
MDO	Medium Out
MFD	Motion for Docketing
MilJus	Military Justice
MO	Movement Order
MOL	Marine-Online
MOS	Military Occupational Specialty
MPO	Military Protection Order
MRO	Military Restraining Order
MS	Microsoft
MSR	Mandatory Supervised Release
NA	Not Applicable
NACIC	Navy Absentee Collection and Information Center
NAMALA	Navy and Marine Corps Appellate Leave Activity
NAMARA	Navy and Marine Corps Appellate Review Activity
NAV	Navy
NC&PB	Naval Clemency and Parole Board
NCIC	National Crime Information Center
NCIS	Naval Criminal Investigative Service
NCISHQ	NCIS Headquarters
NDIP	Navy Deserter Information Point
NED	National Enrollment Database
NEN	Naval Enterprise Networks
NERMS	Navy Emergency Response Management System
NGEN	Next Generation Enterprise Network
NIBRS	National Incident-Based Reporting System
NIEM	National Information Exchange Model
NIPRNET	Non-Secure Internet Protocol Router Network
NIST	National Institute of Standards and Technology
NJIS	Naval Justice Information System
NJP	Non-Judicial Punishment
NMCCA	Navy and Marine Corps Court of Criminal Appeal
NMCI	Navy/Marine Corps Intranet
NOCAR	Notification of Completed Appellate Review
NPC	Navy Personnel Command
NSIPS	Navy Standard Integrated Personnel System
NTTP	Navy Tactics, Techniques, and Procedures
OCA	Originating Agency's Case Assignment
OCONUS	Outside the Continental United States
OCR	Optical Character Reading
OGC	Office of General Counsel
OJAG	Office of the Judge Advocate General of the Navy
OLDS	On-Line Diary System
OSD	Office of the Secretary of Defense

<b>Acronym</b>	<b>Meaning</b>
OSI	Office of Special Investigations
OV	Operational View
PDF	Portable Document Format
PDR	Person Data Repository
PEO EIS	Program Executive Office, Enterprise Information Systems
PIF	Program Information File
PII	Personally Identifiable Information
PIN	Personal Identification Code
PIR	Preliminary Investigation Report
PKI	Public Key Infrastructure
PMW	Program Manager, Warfare
POC	Point-of-Contact
PP&O	Plans, Policies, and Operations
PSO	Protective Service Operation
PTA	Pre-Trial Agreement
QCAR	Quarterly Criminal Activity Report
QMO	Qualifying Military Offense
RACC	Return Accounting Code
RBAC	Role Based Access Control
RBOM	Return By Other Means
RCM	Rules for Courts-Martial
RCN	Resident Control Number
RFP	Request for Proposal
RIMS	Reserve Integrated Management System
RIR	Reduction In Rate
RM	Record Management
RMC	Returned to Military Control
ROA	Report of Action
ROI	Report of Investigation
ROR	Return on Own Recognizance
ROT	Record of Trial
RPO	Recovery Point Objective
RTF	Rich Text Format
RTO	Recovery Time Objective
RUC	Reporting Unit Code
SAA	Special Acts Abatement
SAFE	Sexual Assault Forensics Exam
SAN	Storage Area Network
SARC	Sexual Assault Response Coordination
SATA	Serial ATA
SCM	Summary Court-Martial
SCMO	Summary Court-Martial Order
SHA	Secure Hash Algorithm
SIDS	Sudden Infant Death Syndrome
SJA	Staff Judge Advocate
SJAR	Staff Judge Advocate Review
SME	Subject Matter Expert

<b>Acronym</b>	<b>Meaning</b>
SOG	Seat of Government
SON	Sex Offender Notification
SORNA	Sex Offender Registration and Notification Act
SPAWAR	Space and Naval Warfare Systems Command
SPCM	Special Court-Martial
SPCMCA	Special Court-Martial Convening Authority
SRB	Service Record Book
SSA	Supervisory Special Agent
SSAA	System Security Authorization Agreement
SSN	Social Security Number
STAAT	Security Training, Assistance, Assessment Team
STIG	Security Technical Implementation Guides
SUID	Sudden Unexplained Infant Death
SV	System View
SvcV	Service View
SVR	Supervised Release
TAD	Temporary Additional Duty
TAO	Tactical Action Officer
TC	Trial Counsel?
TIFF	Tag Image File Format
TLS	Transport Layer Security
TPH	Transaction Per Hour
UA	Unauthorized Absence
UCORE	Universal Core
UCMJ	Uniform Code of Military Justice
UD/MIPS	Unit Diary/Marine Integrated Personnel System
UIC	Unit Identification Code
UPB	Unit Punishment Book
US	United States
USDB	US Disciplinary Barracks
USMC	United States Marine Corps
USN	United States Navy
VA	Victim Advocate
V/W	Victim/Witness
VIN	Vehicle Identification Number
VLC	Victim Legal Counsel
VWAP	Victim Witness Assistance Program
WSRP	Web Services for Remote Portlets
XML	Extensible Markup Language
XO	Executive Officer

## Appendix B. Definition of Interfaces

### **Consolidated Law Enforcement Operations Center (CLEOC)**

CLEOC serves as the DON interim criminal justice management information system capable of tracking criminal and non-criminal incidents and investigations. CLEOC is the primary system being replaced by NJIS and will require data sharing until the system is completely retired. <https://cleoc.ncis.navy.mil/>

### **Corrections Management Information System (CORMIS)**

CORMIS is a DON system that supports the internal administration of prisoners and detainees confined in military correctional facilities. CORMIS provides the ability to append COR data elements to existing DIBRS segment data.

### **Defense Law Enforcement Data Exchange (DDEX)**

The Defense Law Enforcement Data Exchange system (DDEX) allows all DoD law enforcement agencies to share criminal investigation as well as other law enforcement data as appropriate. DDEX will be a consolidated database to enable organizations across the Department to query, retrieve, and post criminal investigation and law enforcement data in a single repository.<sup>4</sup>

### **Defense Central Index of Investigations (DCII)**

The DCII System is an automated central index that identifies investigations conducted by DoD investigative agencies, and personnel security determinations made by DoD adjudicative authorities. DCII is operated and maintained on behalf of the DoD components and office of the Deputy Under Secretary of Defense for HUMINT, Counterintelligence and Security. Access to DCII is normally limited to the Department of Defense and other federal agencies that have adjudicative, investigative and/or counterintelligence missions.<sup>5</sup>

### **Defense Incident-Based Reporting System (DIBRS)**

DIBRS is a DoD system that contains information is collected electronically from supporting criminal record management systems, in the Military Services, and is simply a repository for the Services. It enhances DoD's capability to analyze trends and to respond to executive, legislative, and oversight requests for statistical crime data relating to criminal and other high-interest incidents.

### **Defense Sexual Assault Incident Database (DSAID)**

A web-based, incident-based reporting system specifically designed for capturing information related to sexual assaults. Information in DSAID will permit tracking of data related to sexual assaults to determine trends, positive and negative, which will allow validation of sexual assault prevention and response efforts. If there is an incident that the victim does not wish to have investigated, it may still be entered into the system. <https://saird.manpower.usmc.mil/>

### **Defense Enrollment Eligibility Reporting System (DEERS)**

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<sup>4</sup> <http://www.defense.gov/releases/release.aspx?releaseid=13456>

<sup>5</sup> <https://www.dmdc.osd.mil/psawebdocs/docPage.jsp?p=DCII>

The DEERS includes over 23 million records pertaining to active duty and reserve military and their family members, military retired, DoD civil service personnel, and DoD contractors. DEERS is comprised of the National Enrollment Database (NED), the Person Data Repository (PDR), and several satellite databases. This system provides accurate and timely information for supporting DoD ID smart cards. NJIS Integration Requirements LEN 38.1: System shall be able to extract data for subjects, victims or witnesses who are already entered in DEERS, shall be capable of extracting background/administrative information (Date of Birth, Gender, Rank, etc.) for the individual from DEERS and auto-populating the appropriate data fields with the DEERS data. <https://www.dmdc.osd.mil/appj/deerswebsite/home.doc>

### **Service Members Civil Relief Act Web Site (SCRA). Now DEIDS**

This site provides information on service members who are on active duty and eligible for civil protection under this act. <https://www.dmdc.osd.mil/appj/scra/scraHome.do>

### **ENABLER (CNIC N6 middleware system)**

The ENABLER middleware is a government owned and operated system that is currently installed in the CNIC N6 server system and provides vetting against authoritative data bases, to include DEERS.<sup>6</sup>

### **Marine Corps Total Force System (MCTFS)**

The Marine Corps Total Force System (MCTFS) continuously records, processes, and maintains personnel and pay data for all active, reserve, and retired personnel. MCTFS is an integrated personnel and pay system, using Unit Diary/Marine Integrated Personnel System (UD/MIPS), On-Line Diary System (OLDS) and Marine - Online (MOL) as the major input tools to update information contained within the database.

### **Navy Emergency Response System (NERMS)**

Consolidated computer aided dispatch system that combines traditional fire, police, and medical dispatch services with modern GIS real-time services such as address verification, automatic vehicle location, automatic vehicle recommendation and routing, map displays, and online GIS updating to enhance emergency response.

### **National Incident-Based Reporting System (NIBRS)**

The National Incident-Based Reporting System (NIBRS) allows agencies to collect data on single crime occurrences. NIBRS data come from local, state, and federal automated records systems. NIBRS allows agencies to build systems to suit individual agency needs, including any collection/storage of information required for administration and operations.

### **Navy Standard Integrated Personnel System (NSIPS)**

The Navy Standard Integrated Personnel System (NSIPS) is now the single repository for personnel and pay data for all active-duty and Reserve Sailors in the USN. Currently being deployed in a Web enabled version, NSIPS offers Sailors around-the-clock access to their personnel information once fully deployed.

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<sup>6</sup> [https://www.cnic.navy.mil/navycni/groups/public/@hq/@cacpmo/documents/document/cnic\\_a160472.pdf](https://www.cnic.navy.mil/navycni/groups/public/@hq/@cacpmo/documents/document/cnic_a160472.pdf)

Integration Requirement: NJIS automatically provides the following data to RIMS: ROI, PIR, CIR, IR  
(Source 31 Dec 2009 Integration Functional Use Case Document)

### **NCIS Code 15 Lightweight Directory Access Protocol (LDAP) Directory**

The Lightweight Directory Access Protocol is an application protocol for accessing and maintaining distributed directory information services over an Internet Protocol (IP) network.<sup>[1]</sup>

Directory services may provide any organized set of records, often with a hierarchical structure, such as a corporate [electronic mail](#) directory. Similarly, a telephone directory is a list of subscribers with an address and a phone number.<sup>7</sup>

### **Naval Criminal Investigative Service Records Information Management System (NCIS RIMS)**

RIMS is the system of record for all documents of record related to Navy criminal justice cases. The system manages the intake, archival, retention, access, and removal of archived material and audits all access to these materials. System contains digitalize images of all NCIS criminal and counterintelligence investigative records.

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<sup>7</sup> [http://en.wikipedia.org/wiki/Lightweight\\_Directory\\_Access\\_Protocol](http://en.wikipedia.org/wiki/Lightweight_Directory_Access_Protocol)

## Appendix C. CLEOC Forms Reference

The CLEOC Forms Reference includes screen images of the CLEOC system, providing information on data fields saved in the current state. Appendix C is a separate document due to its large size and can be accessed at the following restricted access site:

[https://www.peoeis.portal.navy.mil/Sea%20Warrior/njisdevmod/SETR%20Event%20Briefs%20and%20Working%20Documents/FRD/NJIS\\_FRD\\_Appendix\\_C.pdf](https://www.peoeis.portal.navy.mil/Sea%20Warrior/njisdevmod/SETR%20Event%20Briefs%20and%20Working%20Documents/FRD/NJIS_FRD_Appendix_C.pdf)

For access to the site, please contact the [PEO EIS Portal Helpdesk](#).

## Appendix D. CMS Forms Reference

The CMS Forms Reference includes screen images of the CMS system, providing information on data fields saved in the current state. Appendix D is a separate document due to its large size and can be accessed from the [PEO EIS portal](#), which is a restricted site at the following:

[https://www.peoeis.portal.navy.mil/Sea%20Warrior/njisdevmod/SETR%20Event%20Briefs%20and%20Working%20Documents/FRD/NJIS\\_FRD\\_Appendix\\_D.pdf](https://www.peoeis.portal.navy.mil/Sea%20Warrior/njisdevmod/SETR%20Event%20Briefs%20and%20Working%20Documents/FRD/NJIS_FRD_Appendix_D.pdf)

For access to the site, please contact the [PEO EIS Portal Helpdesk](#).

## Appendix E. Legal Assistance Figures

The Legal Assistance Figures, Appendix E, are housed in a separate document due to their large size and can be accessed from the [PEO EIS portal](#), which is a restricted site at the following:

[https://www.peoeis.portal.navy.mil/Sea%20Warrior/njisdevmod/SETR%20Event%20Briefs%20and%20Working%20Documents/FRD/NJIS\\_FRD\\_Appendix\\_E.pdf](https://www.peoeis.portal.navy.mil/Sea%20Warrior/njisdevmod/SETR%20Event%20Briefs%20and%20Working%20Documents/FRD/NJIS_FRD_Appendix_E.pdf)

For access to the site, please contact the [PEO EIS Portal Helpdesk](#).

## **Appendix F. CORMIS Data Element Reference**

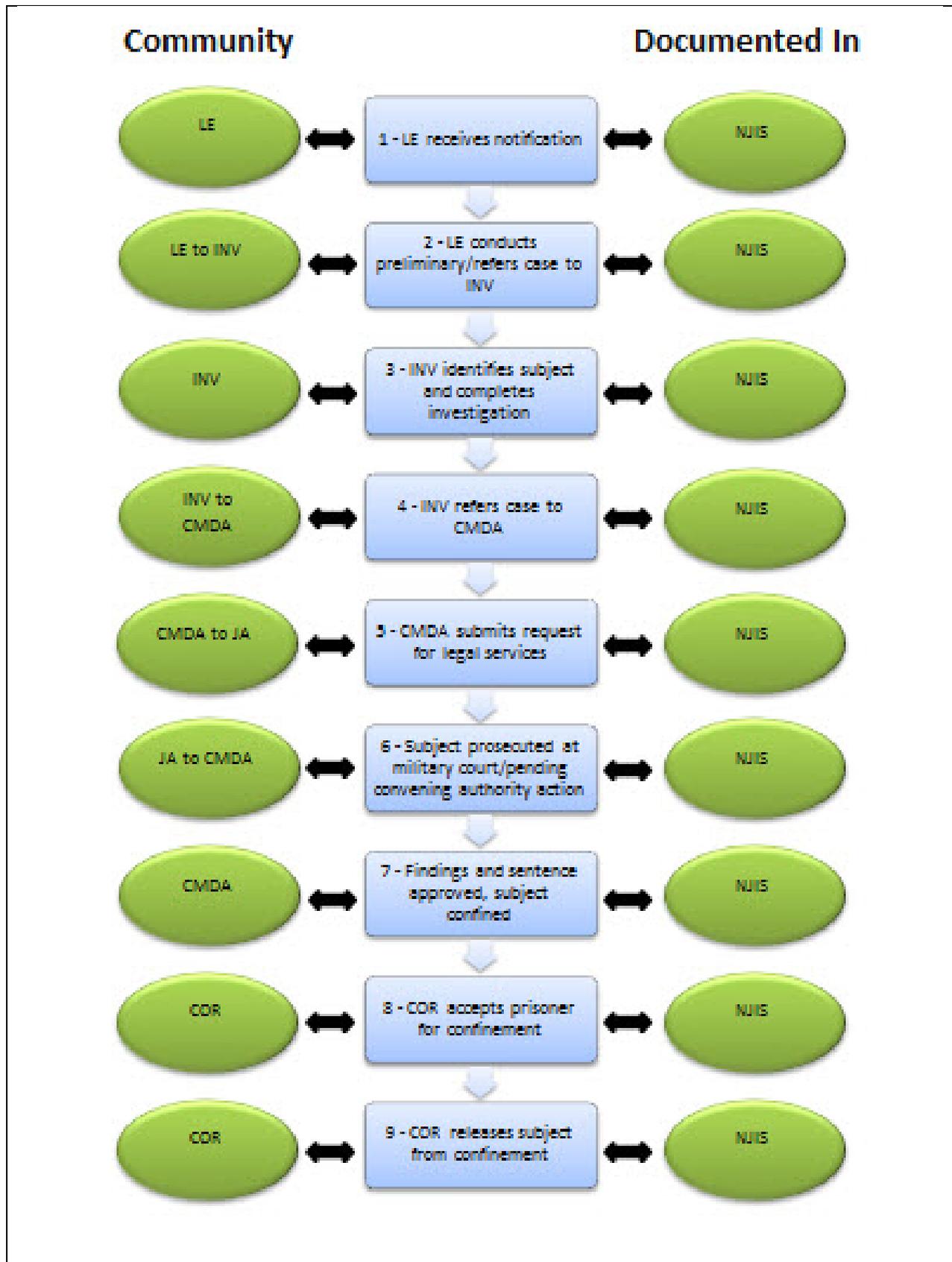
The CORMIS Data Element Reference includes screen images of the CORMIS system, providing information on data fields saved in the current state. Appendix E is a separate document due to its large size and can be accessed from the [PEO EIS portal](#), which is a restricted site at the following:

[https://www.peoeis.portal.navy.mil/Sea%20Warrior/njisdevmod/SETR%20Event%20Briefs%20and%20Working%20Documents/FRD/NJIS\\_FRD\\_Appendix\\_E.pdf](https://www.peoeis.portal.navy.mil/Sea%20Warrior/njisdevmod/SETR%20Event%20Briefs%20and%20Working%20Documents/FRD/NJIS_FRD_Appendix_E.pdf)

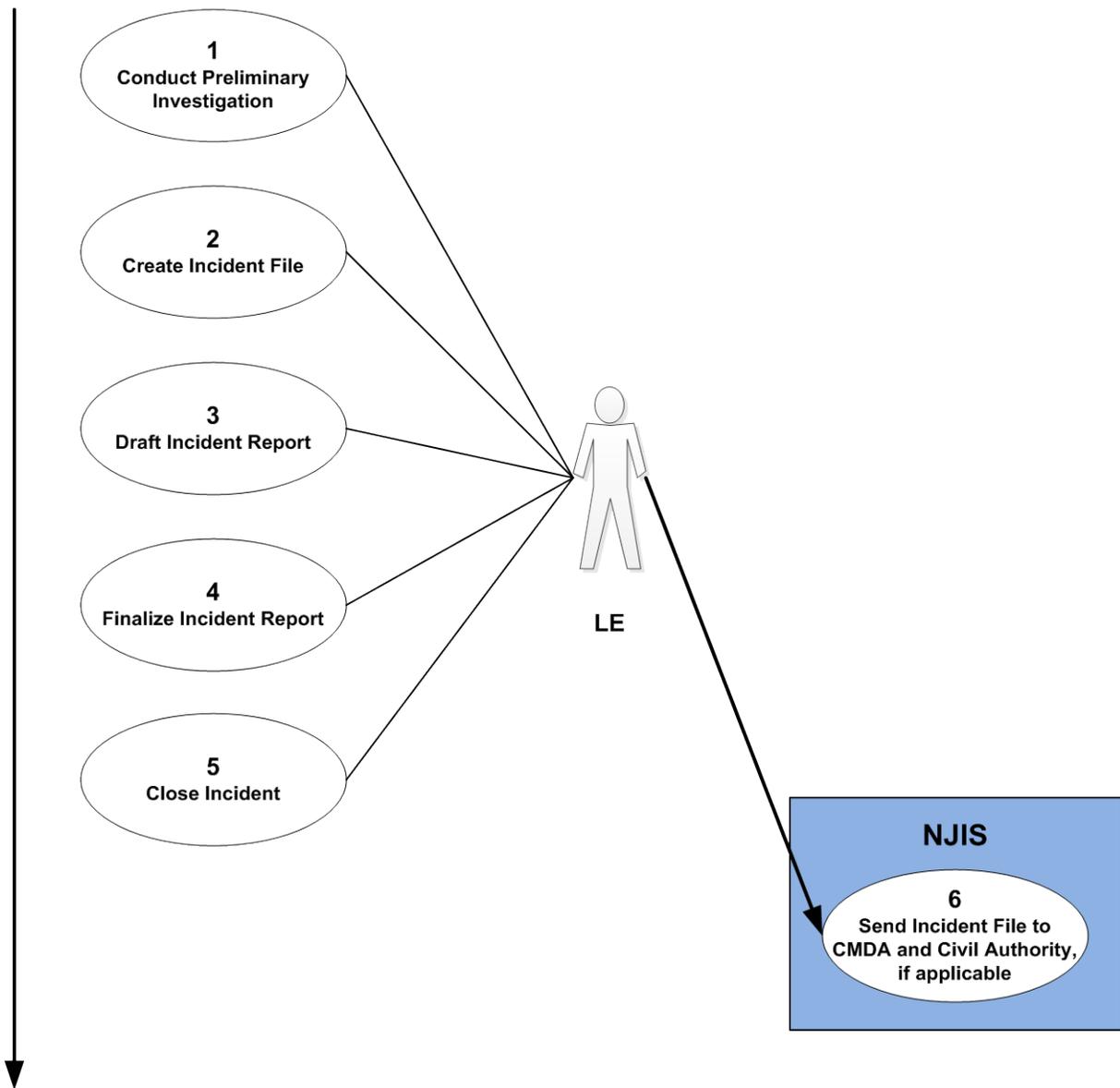
For access to the site, please contact the [PEO EIS Portal Helpdesk](#).

## Appendix G. Use Cases

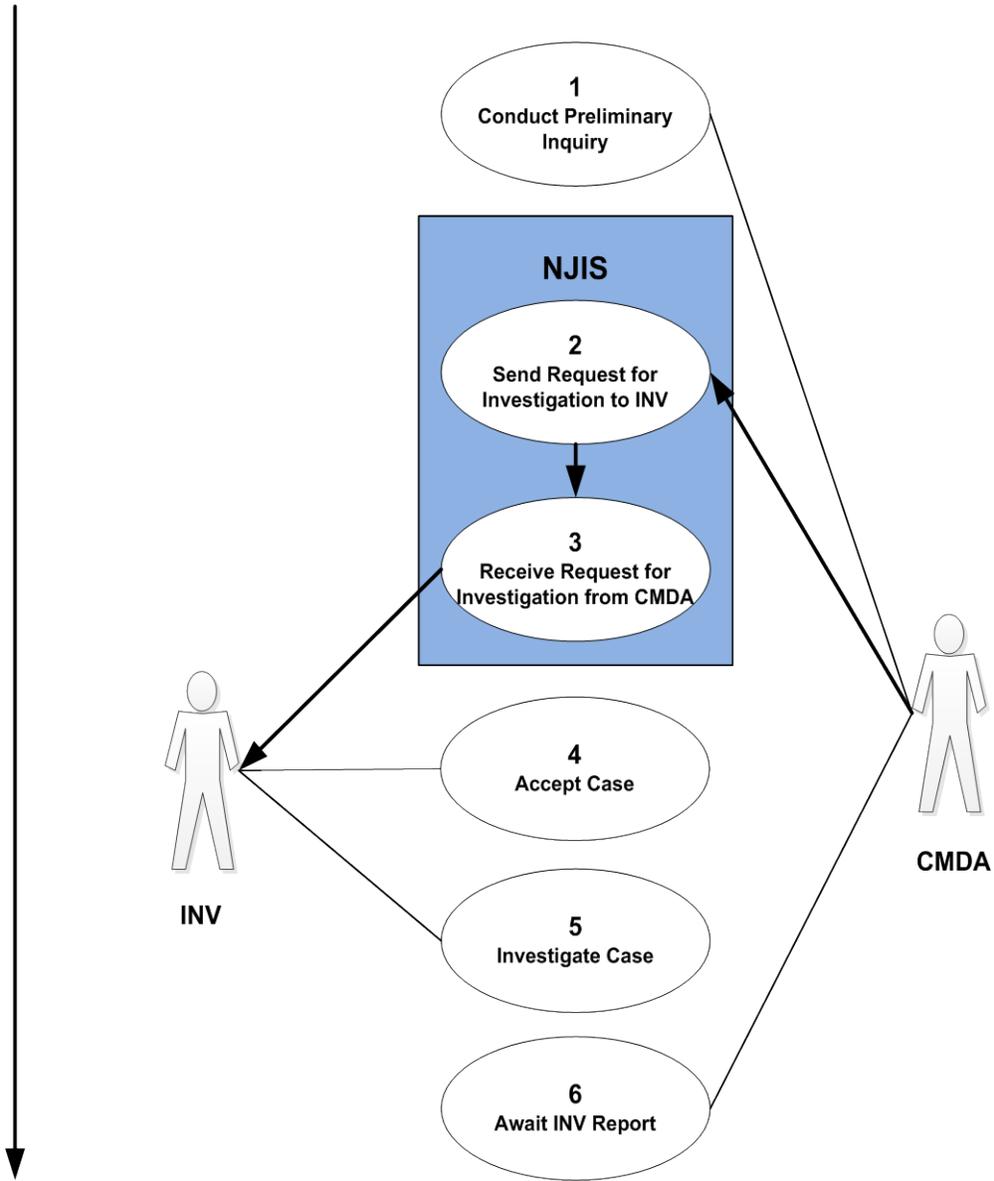
<b>Use Case Identifier</b>	Use Case 1
<b>Description</b>	LE receives a notification of a criminal incident. LE conducts a preliminary investigation and refers the incident to INV. INV investigates the incident and once all investigative tasks are complete forwards the case to CMDA for adjudication. CMDA requests the assistance of the JA community for trial. Subject receives confinement documented by the COR community.
<b>Goal</b>	The goal of this use case is to track a criminal incident from notification through to the investigative, adjudicative, and confinement processes. The use case will begin as an incident based record and through the process transition to a subject (person) based record.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. LE receives notification of a criminal incident (refer to sections 3.1.1.1.1 (Create and Manage Cases), specifically 3.1.1.1.1.1-13 and 3.1.1.1.1.15-17; 3.1.1.2.4; 3.1.1.2.5; and appendix C, sections 11 and 12 of the FRD)</li> <li>2. LE conducts a preliminary investigation and refers the case to INV (refer to section 3.1.1.2.1 and appendix C, section 3 of the FRD)</li> <li>3. INV identifies the subject (active duty military) and completes all investigative leads (refer to section 3.1.1.3.1 and 3.1.1.3.2; and appendix C, section 4 of the FRD)</li> <li>4. INV refers the case to CMDA for adjudication (refer to section 3.1.1.3 and 3.1.1.4.1; and appendix C, section 4 of the FRD)</li> <li>5. CMDA submits a request for legal services to JA (refer to section 3.1.1.4.6 of the FRD)</li> <li>6. JA prosecutes subject and returns case to CMDA for convening authority action (refer to section 3.1.1.5 of the FRD)</li> <li>7. Convening authority approves the findings and sentence and the subject is confined (refer to section 3.1.1.4.7 of the FRD)</li> <li>8. COR accepts prisoner for confinement (refer to section 3.1.1.6.1.1-27; 3.1.1.6.1.47-69; and 3.1.1.6.2; and appendix D of the FRD)</li> <li>9. Subject serves sentence and COR releases the subject (refer to section 3.1.1.6 and appendix D of the FRD)</li> </ol>



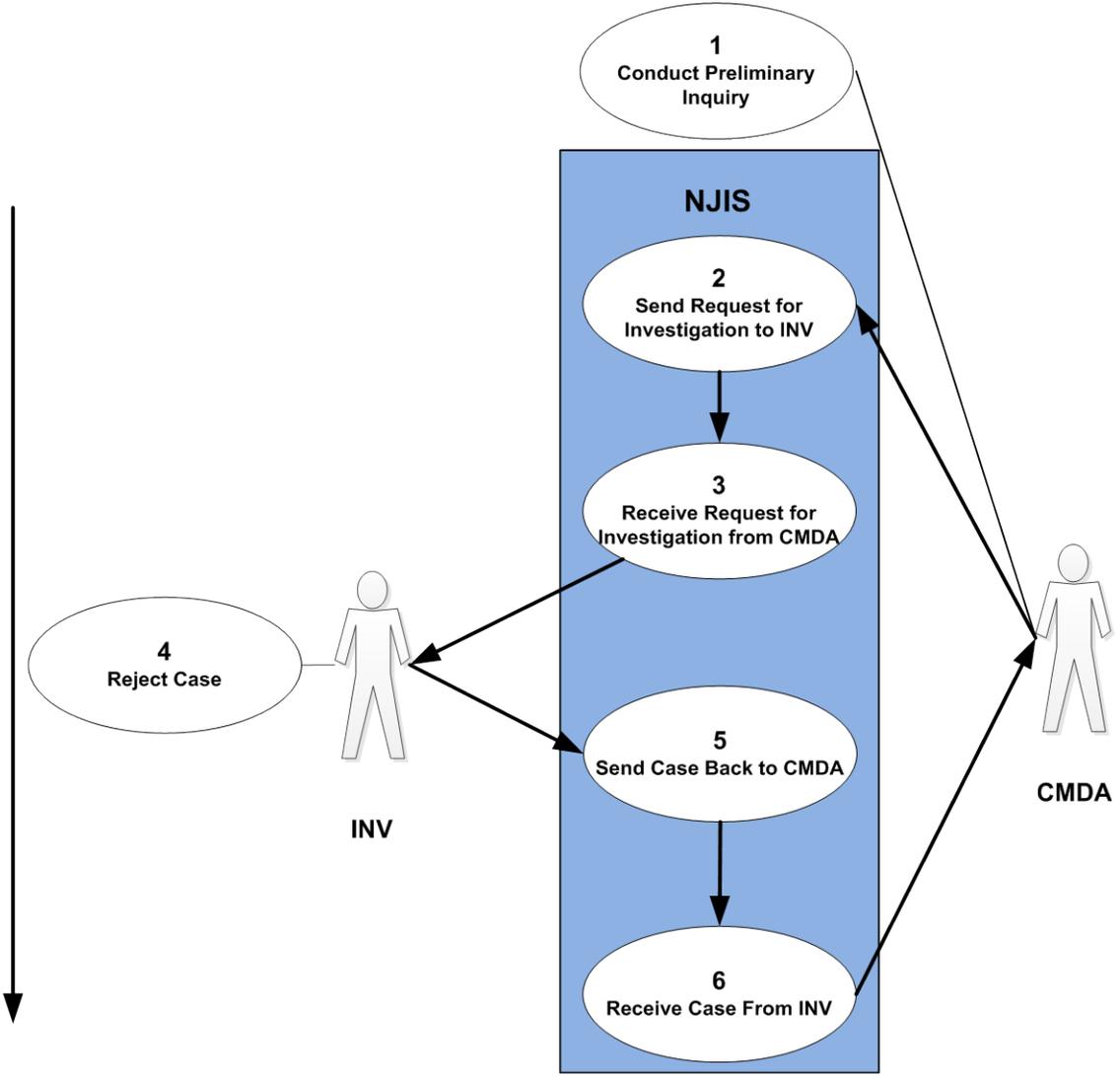
<b>Use Case Identifier</b>	Use Case 2
<b>Description</b>	Law Enforcement (LE) conducts a preliminary investigation of an incident not related to an existing incident, determines not to request an investigation from Investigations (INV) creates and finalizes an incident report, closes the incident report, and sends the incident file to Command Actions (CMDA).
<b>Primary Actor</b>	LE
<b>Secondary Actor</b>	CMDA
<b>Primary Actor's Goal</b>	Create and finalize an incident report, close the incident report, and send the incident file to CMDA.
<b>Pre-Conditions</b>	Dispatch officer is notified of an incident (e.g. via a phone call, another individual notifying LE via a walk-up, or LE comes upon the incident themselves), stores the incident information, and determines the incident is not related to an existing incident.
<b>Post-Conditions</b>	LE confirms the incident file was sent successfully to CMDA. If CMDA discovers any additional information relevant to the incident as the investigation proceeds it is sent to LE and the incident file is updated. LE can also add additional information to the incident file directly.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. LE conducts a preliminary investigation</li> <li>2. LE creates incident file.</li> <li>3. LE drafts an incident report.</li> <li>4. LE finalizes the incident report.</li> <li>5. LE closes the incident.</li> <li>6. LE sends the incident file to CMDA.</li> </ol>



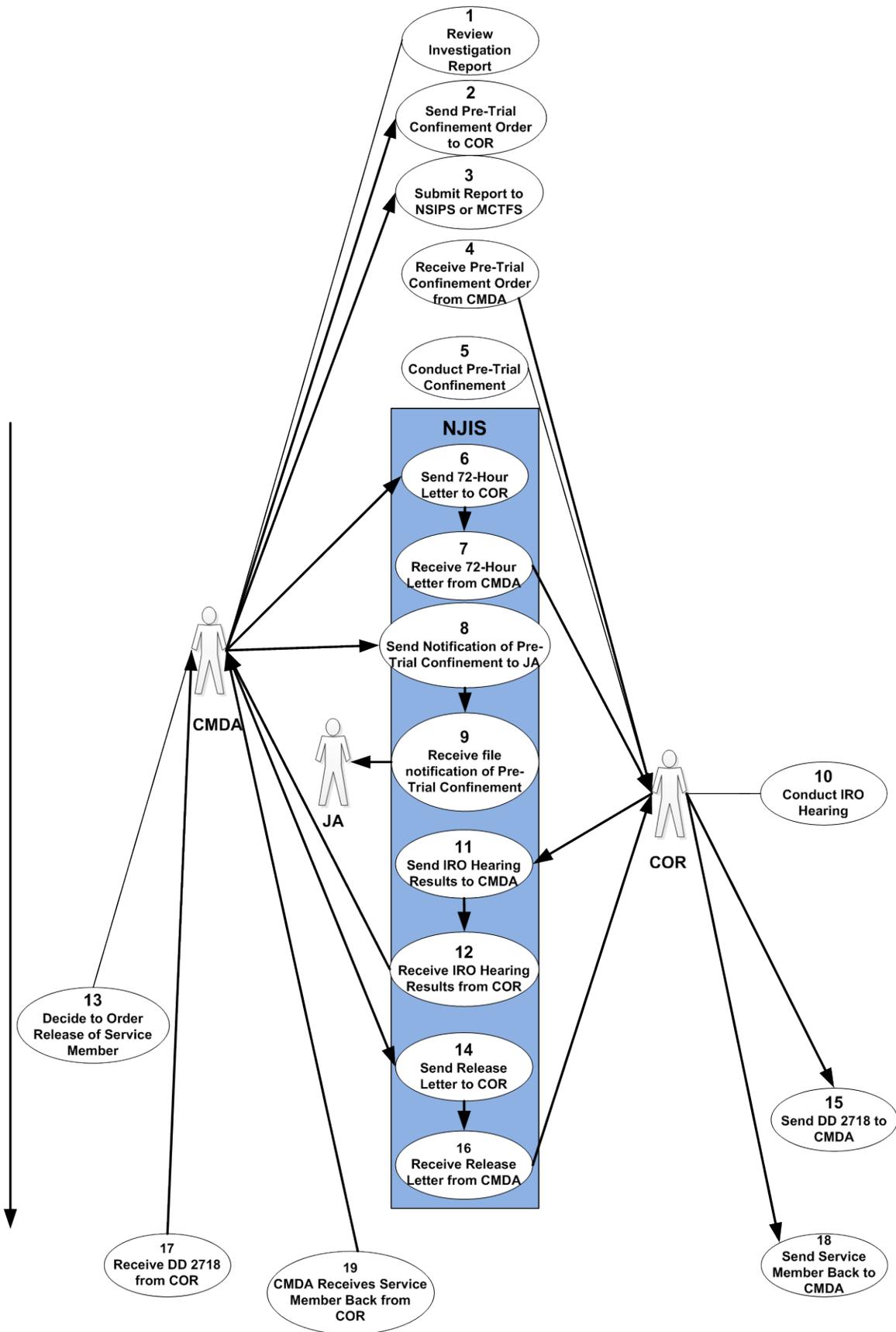
<b>Use Case Identifier</b>	Use Case 3
<b>Description</b>	An incident occurs within Command. Command Actions (CMDA) conducts a preliminary investigation and sends Request for Investigation to Investigations (INV). INV accepts the case.
<b>Primary Actor</b>	CMDA
<b>Secondary Actor</b>	INV
<b>Primary Actor's Goal</b>	Conduct preliminary inquiry into incident and request investigation from INV.
<b>Pre-Conditions</b>	Incident occurs within Command.
<b>Post-Conditions</b>	INV finalizes the investigation and sends the case back to CMDA. Case is then closed for INV and CMDA continues with the adjudication process.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. CMDA conducts preliminary inquiry of incident.</li> <li>2. CMDA sends request for investigation to INV through NJIS.</li> <li>3. INV receives request for investigation from CMDA through NJIS.</li> <li>4. INV determines that it is able to accept the case.</li> <li>5. INV actively investigates case.</li> <li>6. CMDA awaits INV report.</li> </ol>



<b>Use Case Identifier</b>	Use Case 4
<b>Description</b>	An incident occurs within Command. Command Actions (CMDA) conducts a preliminary investigation and sends Request for Investigation to Investigations (INV). INV rejects the case.
<b>Primary Actor</b>	CMDA
<b>Secondary Actor</b>	INV
<b>Primary Actor's Goal</b>	Conduct preliminary inquiry into incident and request investigation from INV.
<b>Pre-Conditions</b>	Incident occurs within Command.
<b>Post-Conditions</b>	CMDA continues the adjudication process.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. CMDA conducts preliminary inquiry of incident.</li> <li>2. CMDA sends request for investigation to INV through NJIS.</li> <li>3. INV receives request for investigation from CMDA through NJIS.</li> <li>4. INV determines that it is unable to accept the case.</li> <li>5. INV sends the case back to CMDA through NJIS.</li> <li>6. CMDA receives case back from INV through NJIS.</li> </ol>



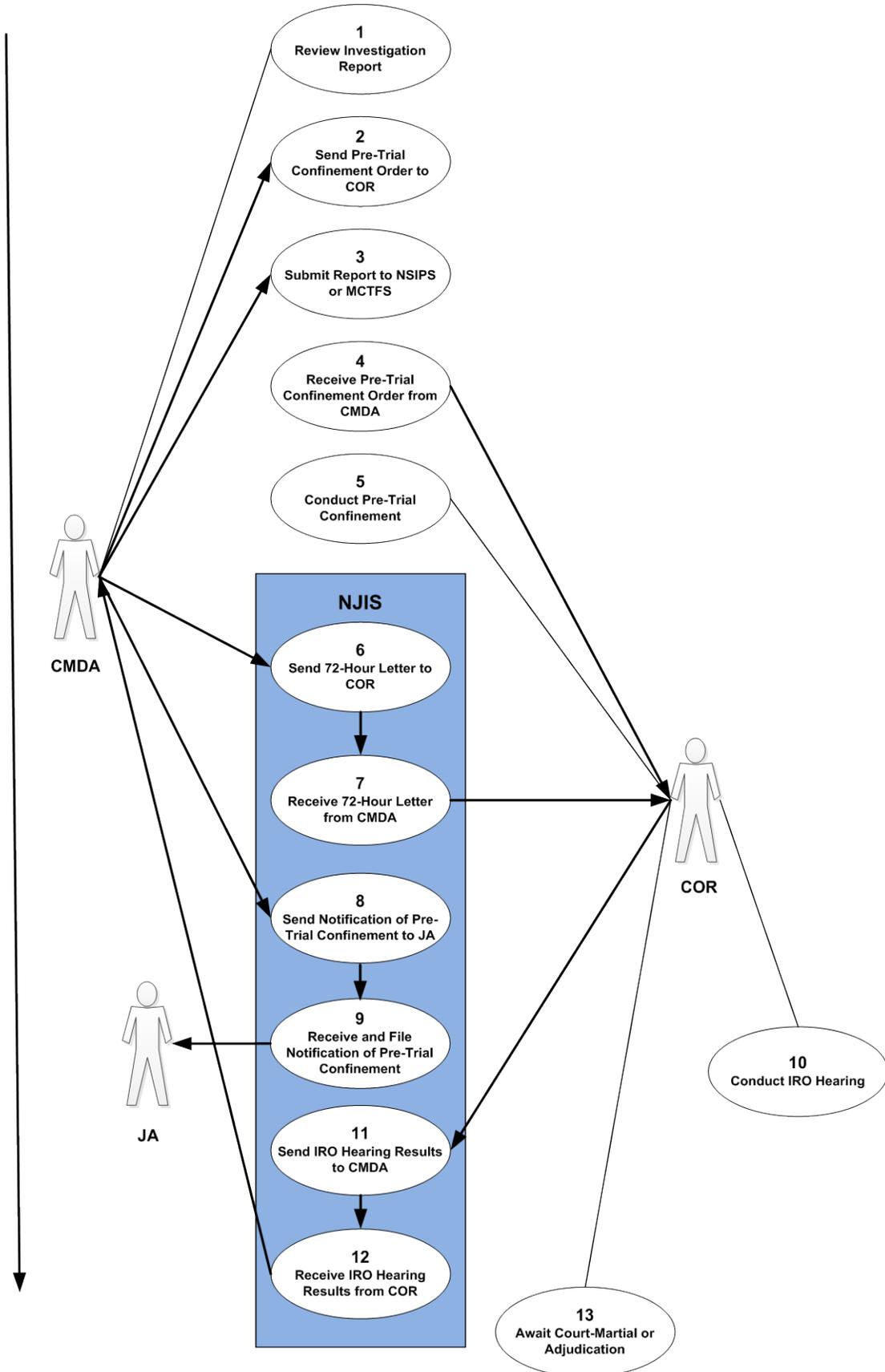
<b>Use Case Identifier</b>	Use Case 5
<b>Description</b>	Command Actions (CMDA) reviews Investigation Report, determines Pre-Trial Confinement is needed, and sends Pre-Trial Confinement Order to Corrections (COR). COR receives the Pre-Trial Confinement Order from CMDA and conducts Pre-Trial Confinement and an Initial Review Officer (IRO) hearing. IRO hearing results do not order the service member's release but CMDA orders the service member's release.
<b>Primary Actor</b>	CMDA, COR
<b>Secondary Actor</b>	JA
<b>Primary Actor's Goal</b>	Manage service member's Pre-Trial Confinement and IRO hearing process, coordinating service member's release when necessary.
<b>Pre-Conditions</b>	CMDA receives incident file from Law Enforcement (LE) or case from Investigations (INV).  Service Member is not serving suspended portion of prior sentence.
<b>Post-Conditions</b>	COR case jurisdiction ends and CMDA continues adjudication process.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. CMDA reviews Investigation Report.</li> <li>2. CMDA sends Pre-Trial Confinement Order to COR.</li> <li>3. CMDA submits a report to NSIPS or MCTFS.</li> <li>4. COR receives a Pre-Trial Confinement Order from CMDA.</li> <li>5. COR conducts Pre-Trial Confinement.</li> <li>6. CMDA sends 72-hour letter to COR through NJIS.</li> <li>7. COR receives 72-hour letter from CMDA through NJIS.</li> <li>8. CMDA sends Notification of Pre-Trial Confinement to JA through NJIS.</li> <li>9. JA receives Notification of Pre-Trial Confinement from CMDA through NJIS and files the Notification of Pre-Trial Confinement.</li> <li>10. COR conducts IRO hearing.</li> <li>11. COR sends IRO hearing results to CMDA through NJIS.</li> <li>12. CMDA receives IRO hearing results from COR through NJIS.</li> <li>13. CMDA decides to order release of service member.</li> <li>14. CMDA sends release letter to COR through NJIS.</li> <li>15. COR receives release letter from CMDA through NJIS.</li> <li>16. COR sends DD 2718 to CMDA.</li> <li>17. CMDA receives DD 2718 from COR.</li> <li>18. COR sends service member back to CMDA.</li> <li>19. CMDA receives service member back from COR.</li> </ol>



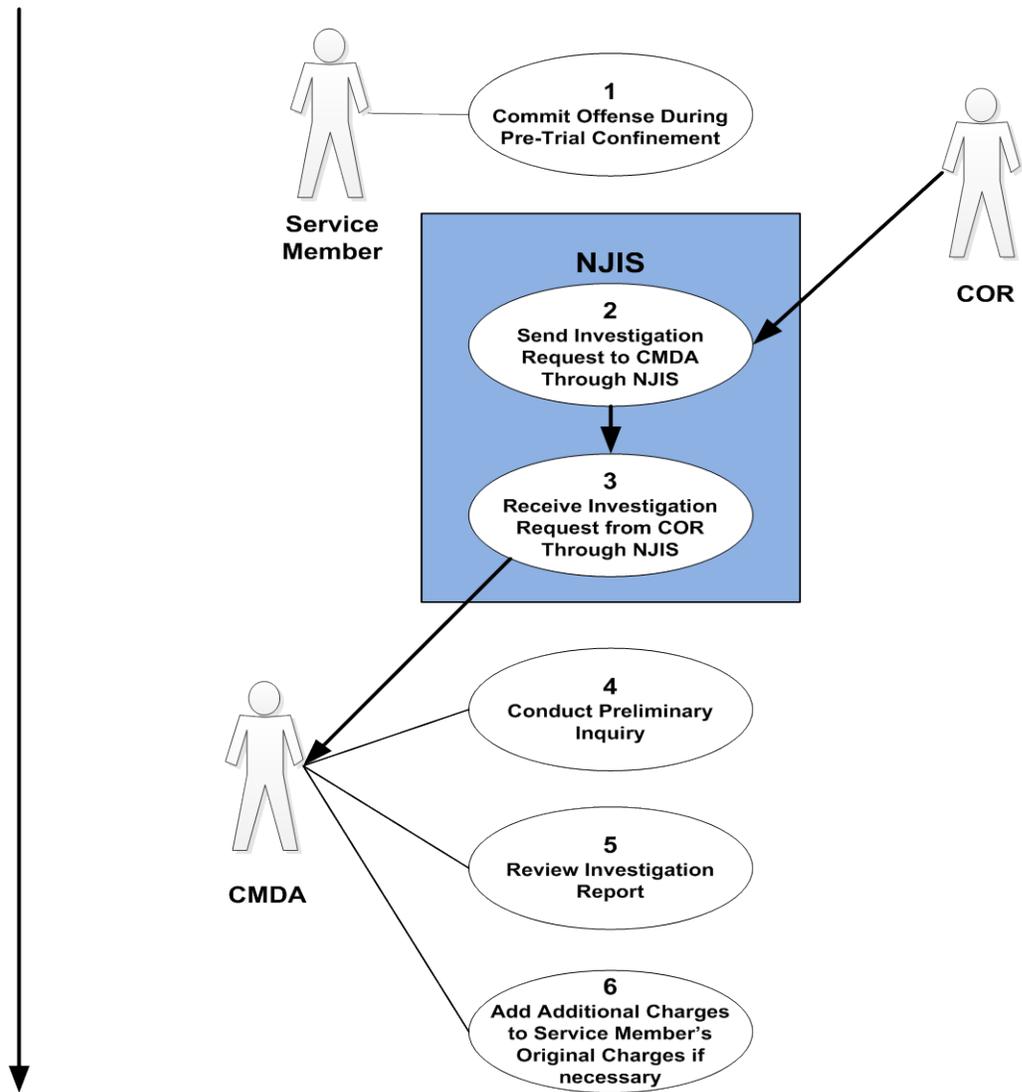
<b>Use Case Identifier</b>	Use Case 6
<b>Description</b>	Command Actions (CMDA) reviews Investigation Report, determines Pre-Trial Confinement is needed, and sends Pre-Trial Confinement Order to Corrections (COR). COR receives the Pre-Trial Confinement Order from CMDA and conducts Pre-Trial Confinement and an Initial Review Officer (IRO) hearing. IRO hearing results order the service member's release.
<b>Primary Actor</b>	CMDA, COR
<b>Secondary Actor</b>	JA
<b>Primary Actor's Goal</b>	Manage service member's Pre-Trial Confinement and IRO hearing process, coordinating service member's release after the IRO hearing.
<b>Pre-Conditions</b>	CMDA receives incident file from Law Enforcement (LE) or a case from Investigations (INV).  Service Member is not serving suspended portion of prior sentence.
<b>Post-Conditions</b>	Case jurisdiction ends for COR and CMDA continues adjudication process, deciding to award non-punitive action (e.g. counseling or no action). The disposition is sent back to originating community and the case is closed.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. CMDA reviews Investigation Report.</li> <li>2. CMDA sends Pre-Trial Confinement Order to COR.</li> <li>3. CMDA submits a report to NSIPS or MCTFS.</li> <li>4. COR receives a Pre-Trial Confinement Order from CMDA.</li> <li>5. COR conducts Pre-Trial Confinement.</li> <li>6. CMDA sends 72-hour letter to COR through NJIS,</li> <li>7. COR receives 72-hour letter from CMDA through NJIS.</li> <li>8. CMDA sends Notification of Pre-Trial Confinement to JA through NJIS.</li> <li>9. JA receives and files Notification of Pre-Trial Confinement from CMDA through NJIS.</li> <li>10. COR conducts IRO hearing.</li> <li>11. COR sends IRO hearing results to CMDA through NJIS. (The results, in this case, order the service member's release.)</li> <li>12. CMDA receives IRO hearing results from COR through NJIS.</li> <li>13. COR sends service member back to CMDA.</li> <li>14. CMDA receives service member back from COR.</li> </ol>



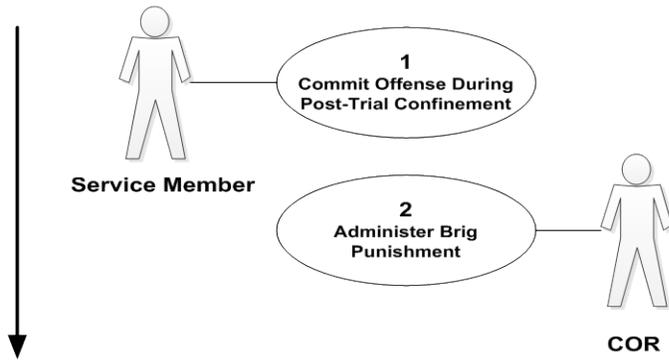
<b>Use Case Identifier</b>	Use Case 7
<b>Description</b>	Command Actions (CMDA) reviews Investigation Report, determines Pre-Trial Confinement is needed, and sends Pre-Trial Confinement Order to Corrections (COR). COR receives the Pre-Trial Confinement Order from CMDA and conducts Pre-Trial Confinement and an Initial Review Officer (IRO) hearing. IRO hearing results do not order the service member's release and CMDA does not order the service member's release.
<b>Primary Actor</b>	CMDA, COR
<b>Secondary Actor</b>	JA
<b>Primary Actor's Goal</b>	Manage service member's Pre-Trial Confinement and IRO hearing process, coordinating service member's release when necessary.
<b>Pre-Conditions</b>	CMDA receives incident file from Law Enforcement (LE) or case from Investigations (INV). Service Member is not serving suspended portion of prior sentence.
<b>Post-Conditions</b>	Command takes Service Member for Adjudication.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. CMDA reviews Investigation Report.</li> <li>2. CMDA sends Pre-Trial Confinement Order to COR.</li> <li>3. CMDA submits a report to NSIPS or MCTFS.</li> <li>4. COR receives a Pre-Trial Confinement Order from CMDA.</li> <li>5. COR conducts Pre-Trial Confinement.</li> <li>6. CMDA sends 72-hour letter to COR through NJIS,</li> <li>7. COR receives 72-hour letter from CMDA through NJIS.</li> <li>8. CMDA sends Notification of Pre-Trial Confinement to JA through NJIS.</li> <li>9. JA receives and files Notification of Pre-Trial Confinement from CMDA through NJIS.</li> <li>10. COR conducts IRO hearing.</li> <li>11. COR sends IRO hearing results to CMDA through NJIS.</li> <li>12. CMDA receives IRO hearing results from COR through NJIS.</li> <li>13. COR awaits court martial or adjudication.</li> </ol>



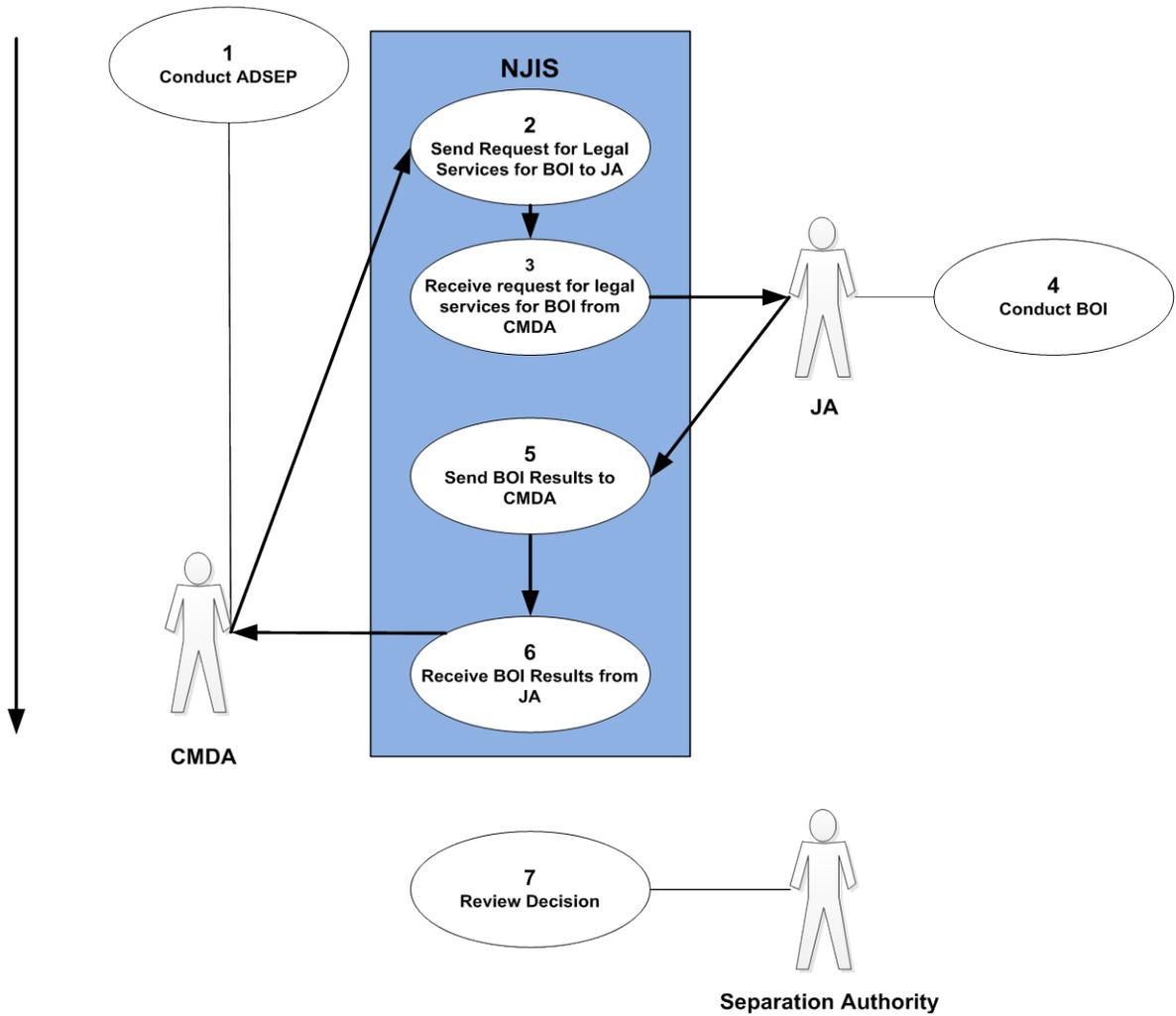
<b>Use Case Identifier</b>	Use Case 8
<b>Description</b>	Service member is in Pre-Trial confinement and commits an offense while in confinement. Corrections (COR) sends an investigation request to Command Actions (CMDA).
<b>Primary Actor</b>	COR
<b>Secondary Actor</b>	CMDA
<b>Primary Actor's Goal</b>	Send investigation request to CMDA in response to incident.
<b>Pre-Conditions</b>	Command notified of incident and conducts preliminary inquiry. CMDA determines that Pre-Trial confinement is necessary and service member is sent to confinement.
<b>Post-Conditions</b>	Service member stays in confinement until Command takes the service member for adjudication.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. Service Member commits offense during Pre-Trial confinement.</li> <li>2. COR sends investigation request to CMDA through NJIS</li> <li>3. CMDA receives investigation request from COR through NJIS</li> <li>4. CMDA conducts preliminary inquiry.</li> <li>5. CMDA reviews investigation report.</li> <li>6. CMDA adds additional charges to service member's original charges if deemed necessary.</li> </ol>



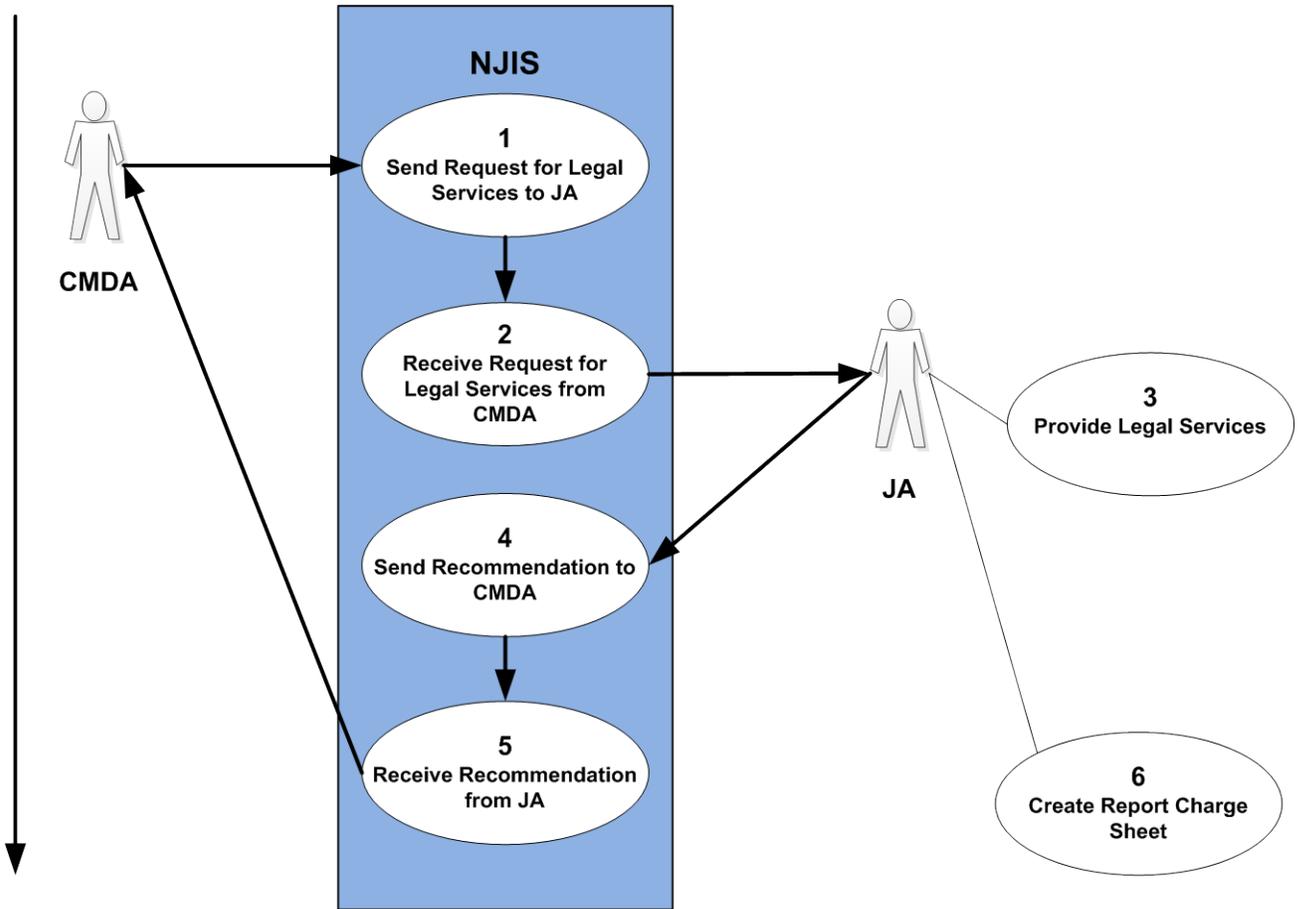
<b>Use Case Identifier</b>	Use Case 9
<b>Description</b>	Service member is in Pre-Trial confinement and commits an offense while in confinement. Corrections (COR) awards brig punishment.
<b>Primary Actor</b>	COR
<b>Secondary Actor</b>	CMDA
<b>Primary Actor's Goal</b>	Administer brig punishment as consequence for incident
<b>Pre-Conditions</b>	Command notified of incident and conducts preliminary inquiry. CMDA determines that Pre-Trial confinement is necessary and service member is sent to confinement.
<b>Post-Conditions</b>	Service member stays in confinement until Command takes the service member for adjudication.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. Service Member commits offense during Pre-Trial confinement.</li> <li>2. COR administers brig punishment.</li> </ol>



<b>Use Case Identifier</b>	Use Case 10
<b>Description</b>	When deciding what type of disciplinary action to pursue for an incident involving an officer, Command Actions (CMDA) decides to administratively separate (ADSEP) the service member. CMDA then sends the case to JA for a Board of Inquiry (BOI) and the results are sent back to CMDA to finish the ADSEP process.
<b>Primary Actor</b>	CMDA
<b>Secondary Actor</b>	JA, Separation Authority
<b>Primary Actor's Goal</b>	Administratively separate the service member.
<b>Pre-Conditions</b>	Incident involving an officer occurs in Command and preliminary inquiry is conducted. Law enforcement communities are not involved. Service member is not serving suspended portion of prior sentence, Pre-Trial confinement is not necessary, a report chit-UPB is created, and the incident is not a desertion incident. CMDA decides to pursue a non-court martial action.
<b>Post-Conditions</b>	Case closed.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. CMDA conducts ADSEP.</li> <li>2. CMDA sends a request for legal services for BOI to JA through NJIS.</li> <li>3. JA receives a request for legal services for BOI from CMDA through NJIS.</li> <li>4. JA conducts BOI.</li> <li>5. JA sends BOI results to CMDA through NJIS.</li> <li>6. CMDA receives BOI results from JA through NJIS.</li> <li>7. Separation Authority reviews decision.</li> </ol>



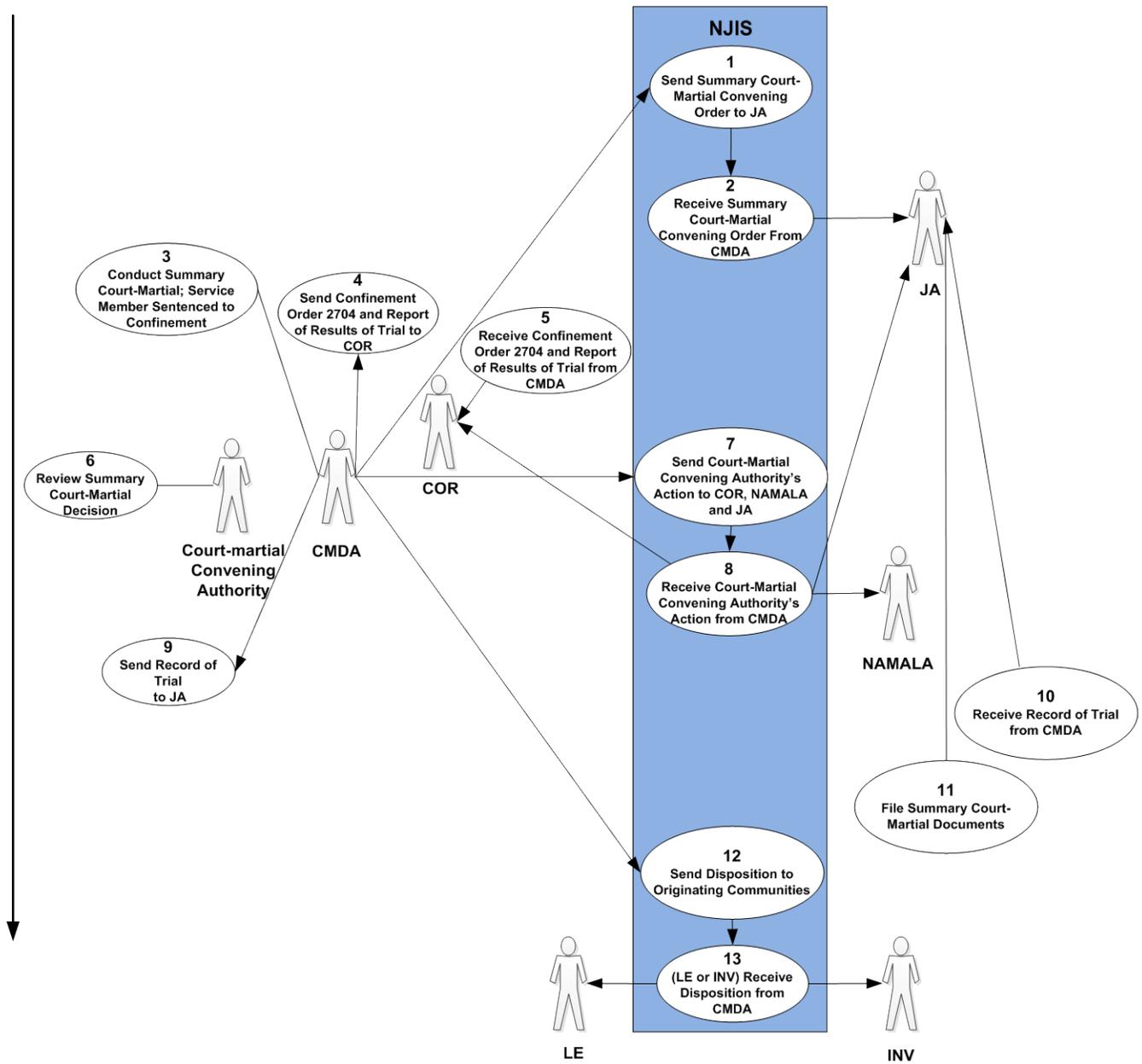
<b>Use Case Identifier</b>	Use Case 11
<b>Description</b>	Command Actions (CMDA) sends a request for legal services to Judicial Actions (JA). JA provides legal services and sends recommendation to CMDA.
<b>Primary Actor</b>	JA
<b>Secondary Actor</b>	CMDA
<b>Primary Actor's Goal</b>	Provide legal services to CMDA and send recommendation to CMDA.
<b>Pre-Conditions</b>	Incident occurs in Command and preliminary inquiry is conducted. Law enforcement communities are not involved. Service member is not serving suspended portion of prior sentence, Pre-Trial confinement is not necessary, a report chit-UPB is created, and the incident is not a desertion incident. CMDA decides to pursue a Court-Martial action.
<b>Post-Conditions</b>	Article 32 hearing is deemed unnecessary. JA determines whether CMDA is conducting Non-Judicial Punishment (NJP) or Summary Court-Martial. If CMDA is conducting NJP, case jurisdiction ends. If CMDA is not conducting NJP or Summary Court-Martial, JA conducts Special Court-Martial. Service member is sentenced to confinement and sent to Corrections (COR). Case is closed but confinement activity continues.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. CMDA sends request for legal services to JA through NJIS.</li> <li>2. JA receives request for legal services from CMDA through NJIS.</li> <li>3. JA provides legal services.</li> <li>4. JA sends recommendation to CMDA through NJIS.</li> <li>5. CMDA receives recommendation from JA through NJIS.</li> <li>6. JA creates Report "Charge Sheet."</li> </ol>



<b>Use Case Identifier</b>	Use Case 12
<b>Description</b>	Command Actions (CMDA) sends Summary Court-Martial Convening Order to Judicial Actions (JA), conducts Summary Court-Martial, and Service Member is sentenced to confinement.
<b>Primary Actor</b>	CMDA
<b>Secondary Actors</b>	Court Martial Convening Authority, JA, Corrections (COR), Navy-Marine Corps Appellate Leave Activity (NAMALA)
<b>Primary Actor's Goal</b>	Conduct Summary Court-Martial and send relevant court documents such as the Convening Authority's Action and Record of Trial to the necessary communities.
<b>Pre-Conditions</b>	Command notified of incident and conducts preliminary inquiry. CMDA sends to service member to Pre-Trial confinement. Service member commits offense while in Pre-Trial confinement, and after appropriate consequence is awarded service member is taken by Command for adjudication. Command requests legal services from JA, and JA recommends Summary Court-Martial.
<b>Post-Conditions</b>	Case is closed for CMDA and originating community, but activity continues for COR as Service Member is sentenced to confinement.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. CMDA sends Summary Court-Martial Convening Order to JA through NJIS.</li> <li>2. JA receives Summary Court-Martial Convening Order from CMDA through NJIS.</li> <li>3. CMDA conducts Summary Court-Martial and Service Member is sentenced to confinement.</li> <li>4. CMDA sends Confinement Order, 2704, and Report of Results of Trial to COR.</li> <li>5. COR receives Confinement Order, 2704, and Report of Results of Trial from CMDA.</li> <li>6. Court-Martial Convening Authority reviews Summary Court-Martial decision.</li> <li>7. CMDA sends Court-Martial Convening Authority's Action to JA, COR, and NAMALA through NJIS.</li> <li>8. JA, COR, and NAMALA receive Court-Martial Convening Authority's Action from</li> </ol>

CMDA through NJIS.

9. CMDA sends Record of Trial to JA.
10. JA receives Record of Trial from CMDA.
11. JA files Summary Court-Martial documents.
12. CMDA sends disposition to originating communities (i.e. LE and/or INV) through NJIS.
13. Originating community (i.e. LE and/or INV) receives disposition through NJIS.



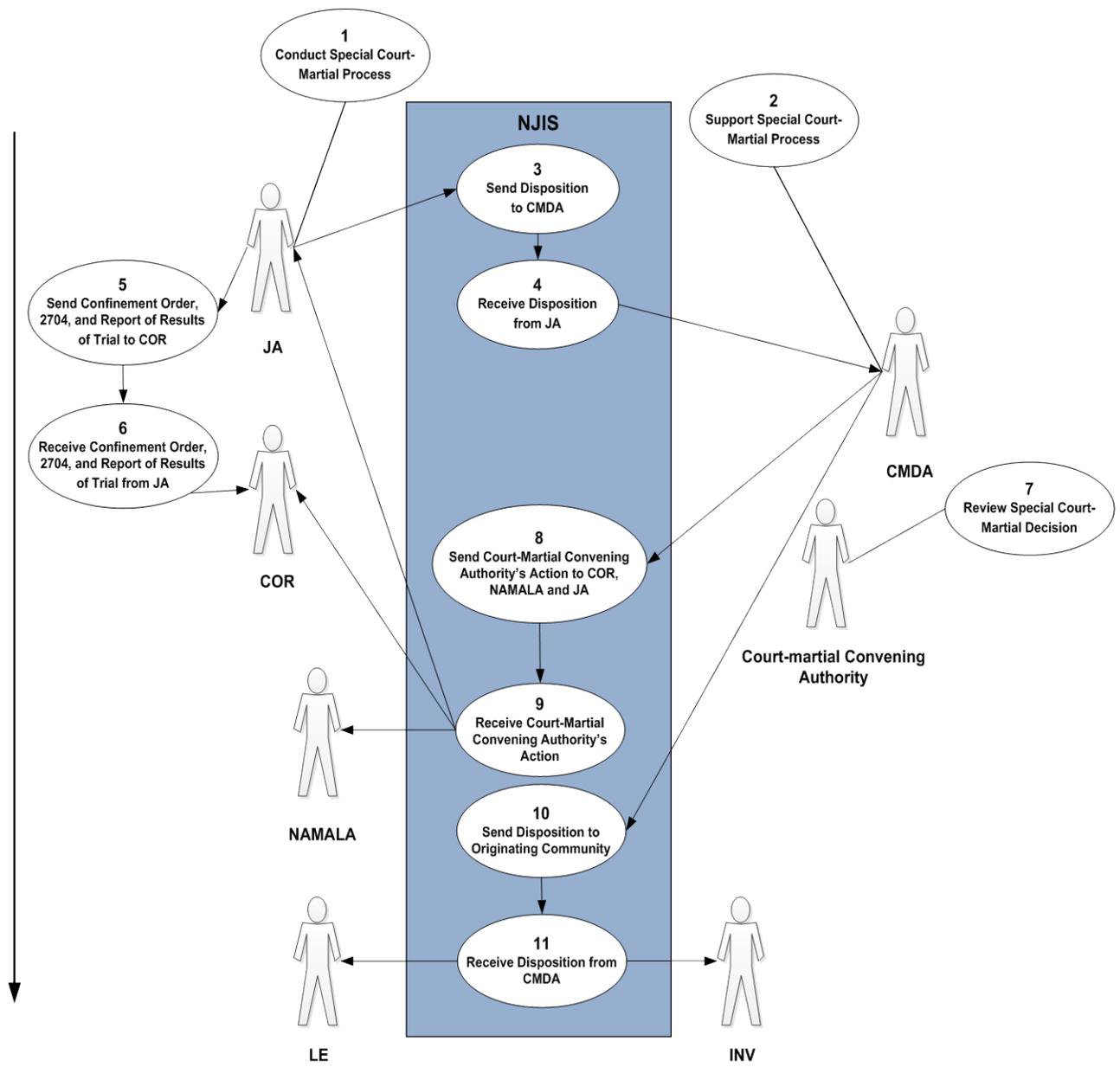
<b>Use Case Identifier</b>	Use Case 13
<b>Description</b>	Command Actions (CMDA) sends Article 32 Order to Judicial Actions (JA), receives the Article 32 Hearing results from JA, and supports the General or Special Court-Martial process. The Service Member is not sentenced to confinement.
<b>Primary Actor</b>	CMDA
<b>Secondary Actor</b>	JA, Corrections (COR), and Navy-Marine Corps Appellate Leave Activity (NAMALA)
<b>Primary Actor's Goal</b>	Send Article 32 Order to JA, support the General or Special Court-Martial process, and send relevant documents to the necessary communities.
<b>Pre-Conditions</b>	Case originates in LE or INV, CMDA receives the case or incident file, and CMDA sends a request for legal services to JA. JA provides legal services. CMDA receives a recommendation from JA, General or Special Court Martial is identified as the type of punishment, and CMDA determines an Article 32 Hearing is necessary.
<b>Post-Conditions</b>	Case is closed.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. CMDA sends Article 32 Order to JA through NJIS.</li> <li>2. JA receives Article 32 Order from CMDA through NJIS.</li> <li>3. JA conducts Article 32.</li> <li>4. JA sends Article 32 results to CMDA through NJIS.</li> <li>5. CMDA receives Article 32 results from JA through NJIS.</li> <li>6. JA conducts General or Special Court-Martial process.</li> <li>7. CMDA supports the General or Special Court-Martial process.</li> <li>8. JA sends disposition to CMDA through NJIS.</li> <li>9. CMDA receives disposition from JA through NJIS.</li> <li>10. Court-Martial Convening Authority reviews General or Special Court-Martial decision.</li> <li>11. CMDA sends Court-Martial Convening Authority's action to JA, COR, and NAMALA through NJIS.</li> <li>12. JA, COR, and NAMALA receive Court-Martial Convening Authority's Action from</li> </ol>

CMDA through NJIS.

- 13. CMDA sends disposition to originating community (i.e. LE and/or INV) through NJIS
- 14. Originating community (i.e. LE and/or INV) receives disposition through NJIS.

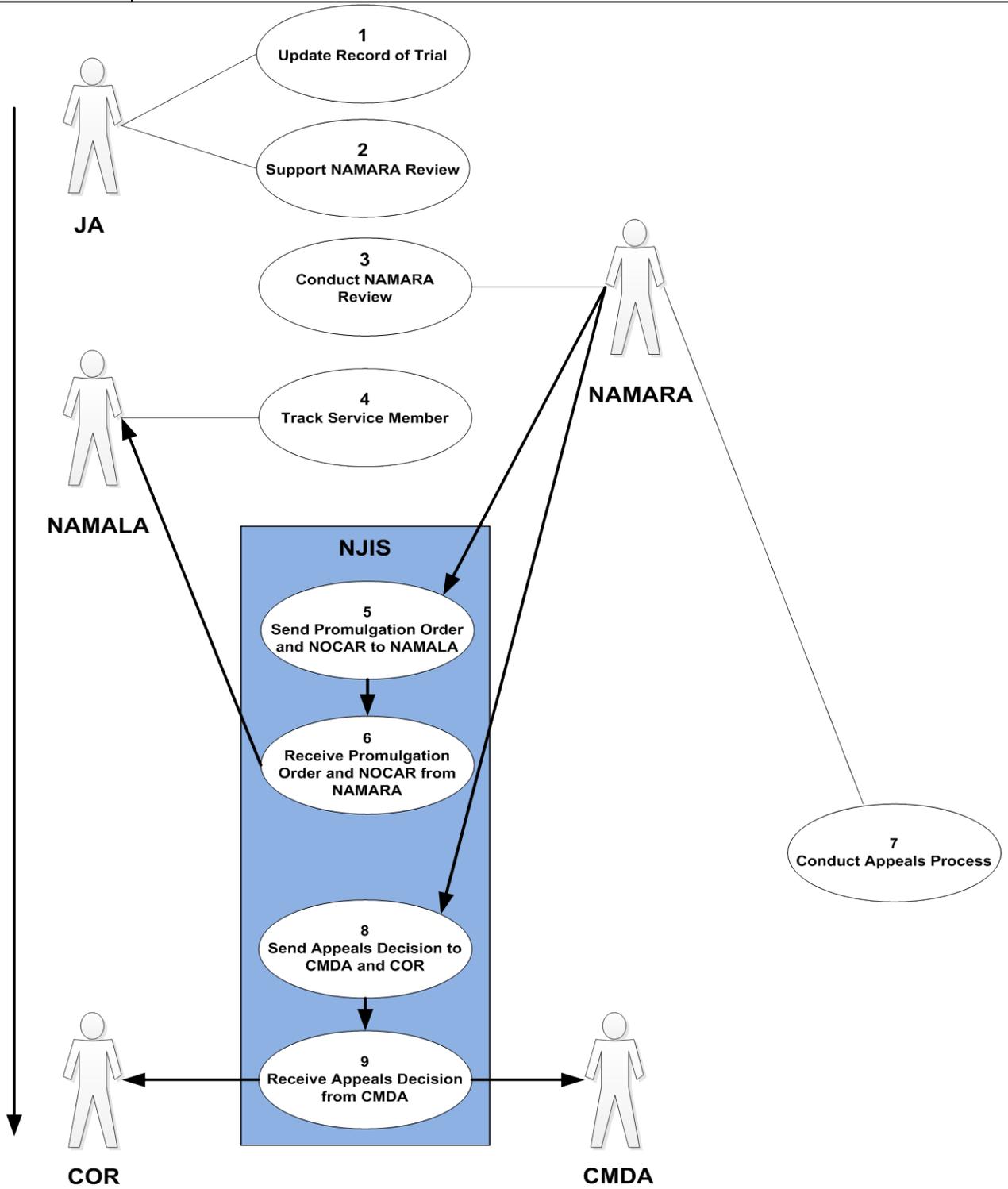


<b>Use Case Identifier</b>	Use Case 14
<b>Description</b>	Command Actions (CMDA) determines that an Article 32 Hearing is not necessary and supports the Special Court-Martial process. Service Member is sentenced to confinement.
<b>Primary Actor</b>	CMDA
<b>Secondary Actors</b>	Judicial Actions (JA), Corrections (COR), and Navy-Marine Corps Appellate Leave Activity (NAMALA)
<b>Primary Actor's Goal</b>	Support the Special Court-Martial process and complete and send relevant documents to the necessary communities.
<b>Pre-Conditions</b>	Case originates in LE or INV, CMDA receives a case or incident file and sends a request for legal services to JA. JA provides legal services. CMDA receives a recommendation from JA and identifies Special Court-Martial as the appropriate course of action, making an Article 32 Hearing unnecessary.
<b>Post-Conditions</b>	Case is closed for CMDA and originating community. Activity continues in COR and NAMALA due to Service Member confinement.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. JA conducts Special Court-Martial process.</li> <li>2. CMDA supports Special Court-Martial process.</li> <li>3. JA sends disposition to CMDA through NJIS.</li> <li>4. CMDA receives disposition from JA through NJIS.</li> <li>5. JA sends Confinement Order, 2704, and Report of Results of Trial to COR.</li> <li>6. COR receives Confinement Order, 2704, and Report of Results of Trial from JA.</li> <li>7. Court-Martial Convening Authority reviews the Special Court-Martial decision.</li> <li>8. CMDA sends Court-Martial Convening Authority's action to JA, COR, and NAMALA through NJIS.</li> <li>9. JA, COR, and NAMALA receive Court-Martial Convening Authority's action through NJIS.</li> <li>10. CMDA sends disposition to the originating community (i.e. LE and/or INV) through NJIS.</li> <li>11. Originating community (i.e. LE and/or INV) receives disposition through NJIS.</li> </ol>

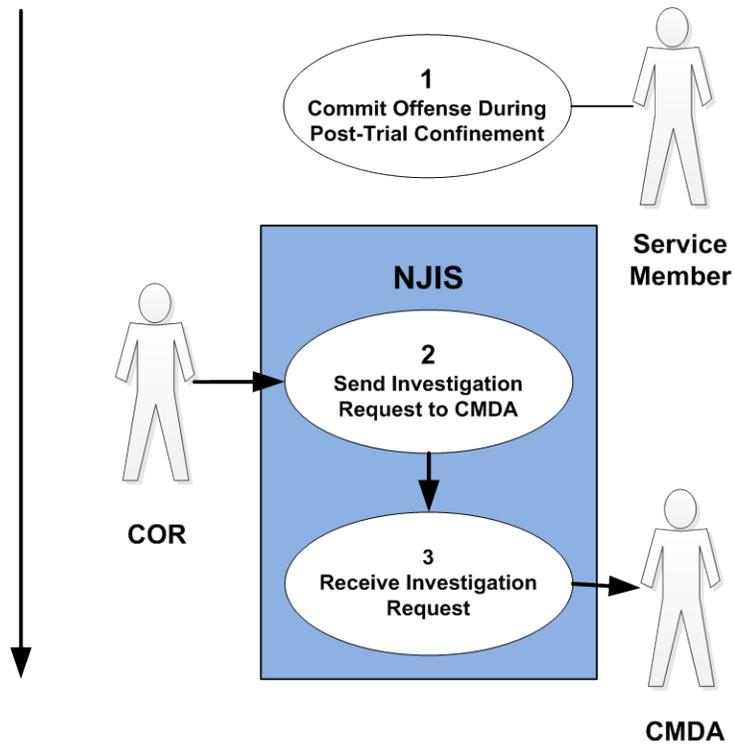


<b>Use Case Identifier</b>	Use Case 15
<b>Description</b>	Upon receiving Court-Martial Convening Authority's action from General or Special Court-Martial proceedings, Judicial Actions (JA) updates Record of Trial and supports the Navy-Marine Corps Appellate Review Activity (NAMARA) as it conducts the appeals process for Service Member sentenced to confinement.
<b>Primary Actor</b>	NAMARA
<b>Secondary Actors</b>	JA, Command Actions (CMDA), Navy –Marine Corps Appellate Leave Activity (NAMALA), and Corrections (COR)
<b>Primary Actor's Goal</b>	Conduct NAMARA review, send Promulgation Order and Notification of Completion of Appellate Review (NOCAR) to NAMALA, conduct appeals process, and send appeals decision to CMDA and COR.
<b>Pre-Conditions</b>	Incident originates in Law Enforcement (LE) or Investigations (INV) and transfers to CMDA. CMDA sends a request for legal services to JA. JA sends recommendation and General or Special Court Martial is identified as the type of punishment. JA conducts General or Special Court-Martial and sentences Service Member to confinement. JA sends disposition to CMDA. CMDA sends Court-Martial Convening Authority's action to JA, COR, and NAMALA, which is received through NJIS.
<b>Post-Conditions</b>	Case is closed. COR releases or retains Service Member based on appeal decision(s).
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. JA updates Record of Trial.</li> <li>2. JA supports NAMARA review.</li> <li>3. NAMARA conducts NAMARA review.</li> <li>4. NAMALA tracks service member.</li> <li>5. NAMARA sends Promulgation Order and NOCAR to NAMALA through NJIS.</li> <li>6. NAMALA receives Promulgation Order and NOCAR from NAMARA through NJIS.</li> <li>7. NAMARA conducts appeals process.</li> </ol>

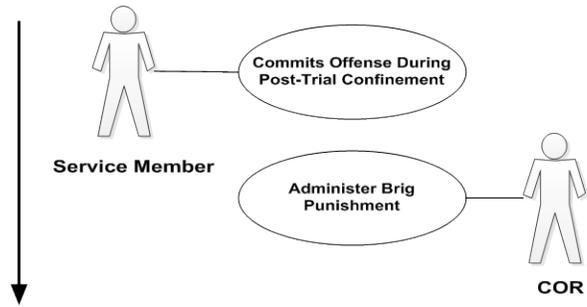
- 8. NAMARA sends appeals decision to CMDA and COR through NJIS.
- 9. CMDA and COR receive appeals decision from NAMARA through NJIS.



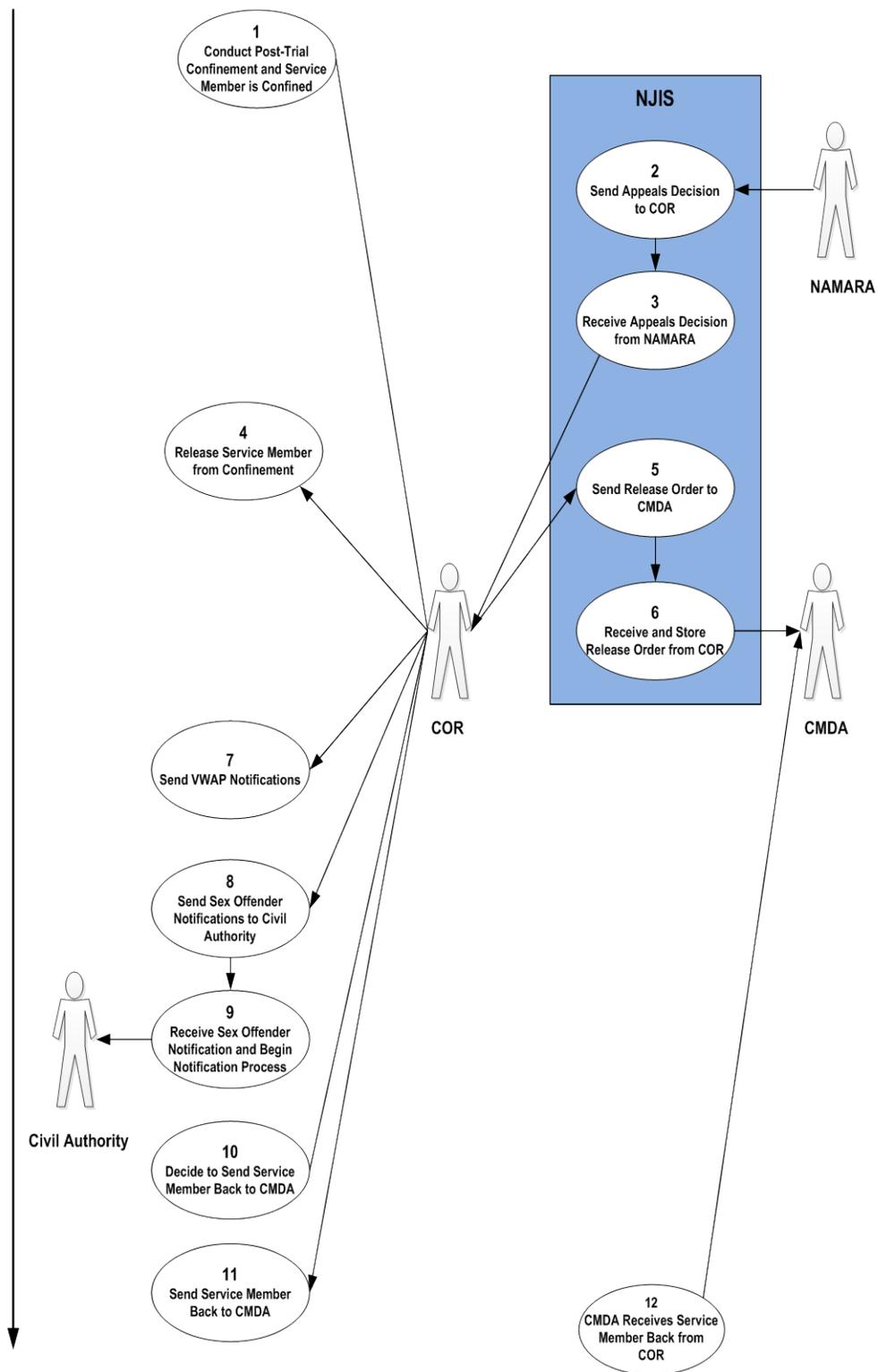
<b>Use Case Identifier</b>	Use Case 16
<b>Description</b>	Service member is in post-trial confinement and commits an offense while in confinement. Corrections (COR) sends an investigation request to Command Actions (CMDA).
<b>Primary Actor</b>	COR
<b>Secondary Actor</b>	CMDA
<b>Primary Actor's Goal</b>	Send investigation request to CMDA in response to incident.
<b>Pre-Conditions</b>	Service member commits offense while in post-trial confinement.
<b>Post-Conditions</b>	CMDA conducts preliminary inquiry, reviews the investigation report, and determines, through disciplinary or non-disciplinary action, the consequences that will be awarded in addition to service member's original sentence. In both cases, after service member serves sentence, service member can be released as an appellant, on mandatory supervised release or parole, or on own recognizance.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. Service Member commits offense during post-trial confinement.</li> <li>2. COR sends investigation request to CMDA through NJIS</li> <li>3. CMDA receives investigation request from COR through NJIS</li> </ol>



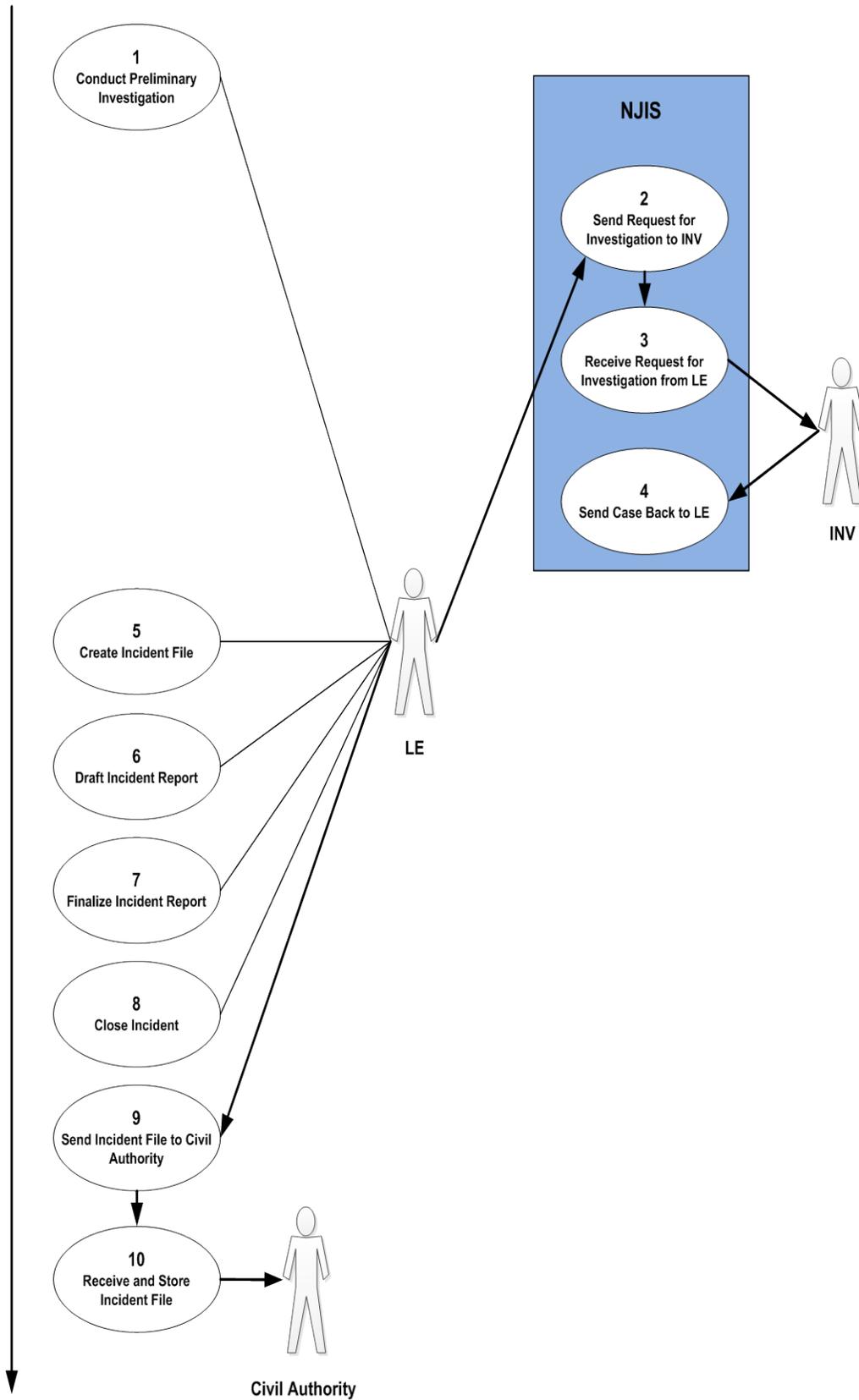
<b>Use Case Identifier</b>	Use Case 17
<b>Description</b>	Service member is in post-trial confinement and commits an offense while in confinement. Corrections (COR) administers brig punishment.
<b>Primary Actor</b>	COR
<b>Secondary Actor</b>	CMDA
<b>Primary Actor's Goal</b>	Administer brig punishment as consequence for incident.
<b>Pre-Conditions</b>	Service member commits offense while in post-trial confinement.
<b>Post-Conditions</b>	Service member continues to serve original sentence after punishment is awarded.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. Service Member commits offense during post-trial confinement.</li> <li>2. COR administers brig punishment.</li> </ol>



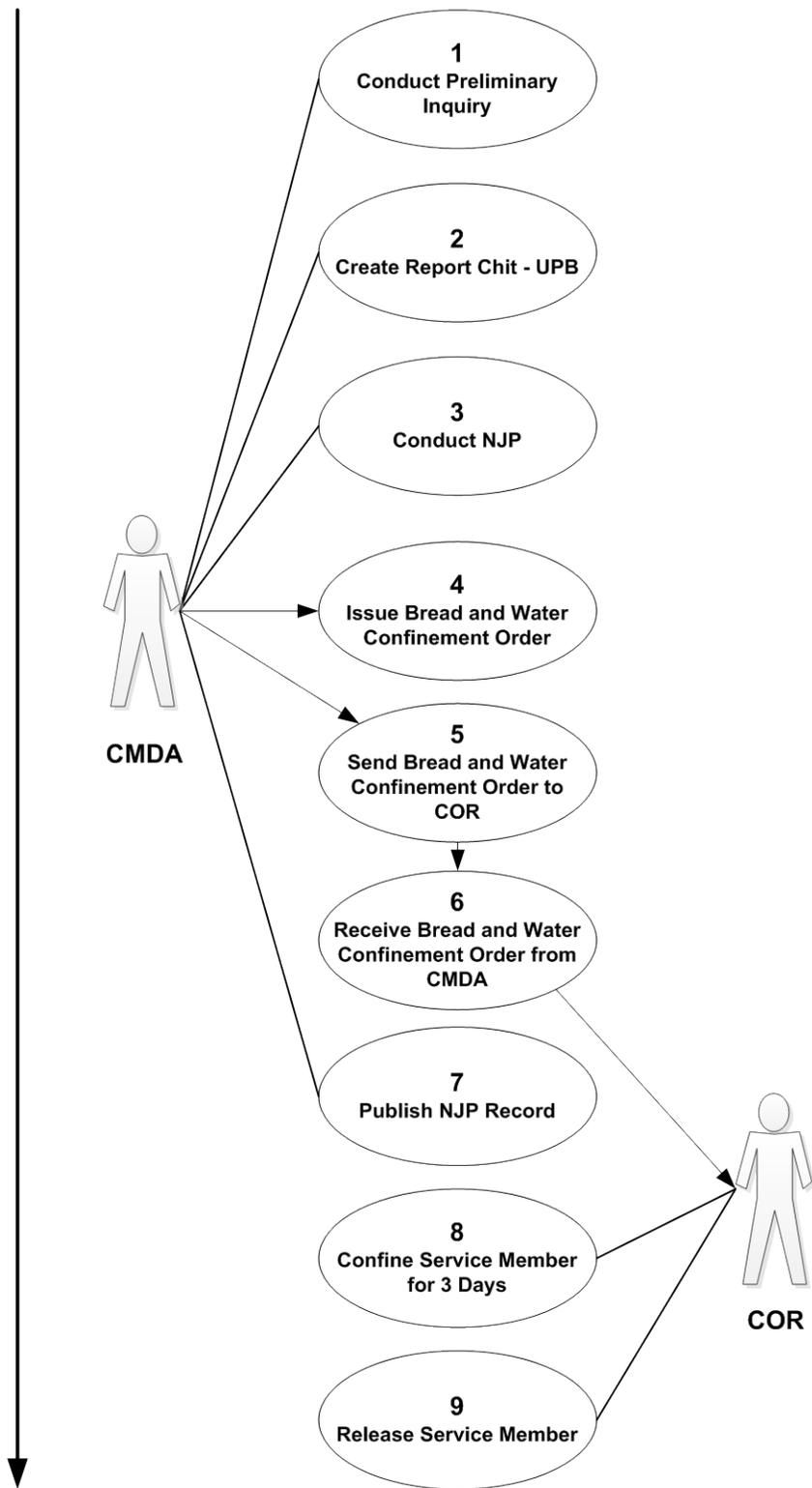
<b>Use Case Identifier</b>	Use Case 18
<b>Description</b>	Service member is in post-trial confinement and Corrections (COR) receives an appeals decision ordering the release of the service member. COR releases service member from confinement.
<b>Primary Actor</b>	COR
<b>Secondary Actor</b>	Navy-Marine Corps Appellate Review Activity (NAMARA), Command Actions (CMDA)
<b>Primary Actor's Goal</b>	Receive appeals decision and release service member if necessary.
<b>Pre-Conditions</b>	Service member is in post-trial confinement. Service member has already been through one round of appeals but it was determined that further action needed to be taken and service member was not released. Service member's case is such that VWAP and sex offender notifications must be sent out upon the service member's release.
<b>Post-Conditions</b>	Case closed.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. COR conducts post-trial confinement and service member is confined.</li> <li>2. NAMARA sends appeals decision to COR through NJIS.</li> <li>3. COR receives appeals decision from NAMARA through NJIS.</li> <li>4. COR releases service member from confinement.</li> <li>5. COR sends release order to CMDA through NJIS.</li> <li>6. CMDA receives and stores release order from COR through NJIS.</li> <li>7. COR sends VWAP notifications.</li> <li>8. COR sends sex offender notifications to Civil Authority.</li> <li>9. Civil Authority receives sex offender notifications and begins notification process.</li> <li>10. COR determines to send service member back to CMDA.</li> <li>11. COR sends service member back to CMDA.</li> <li>12. CMDA receives the service member back from COR.</li> </ol>



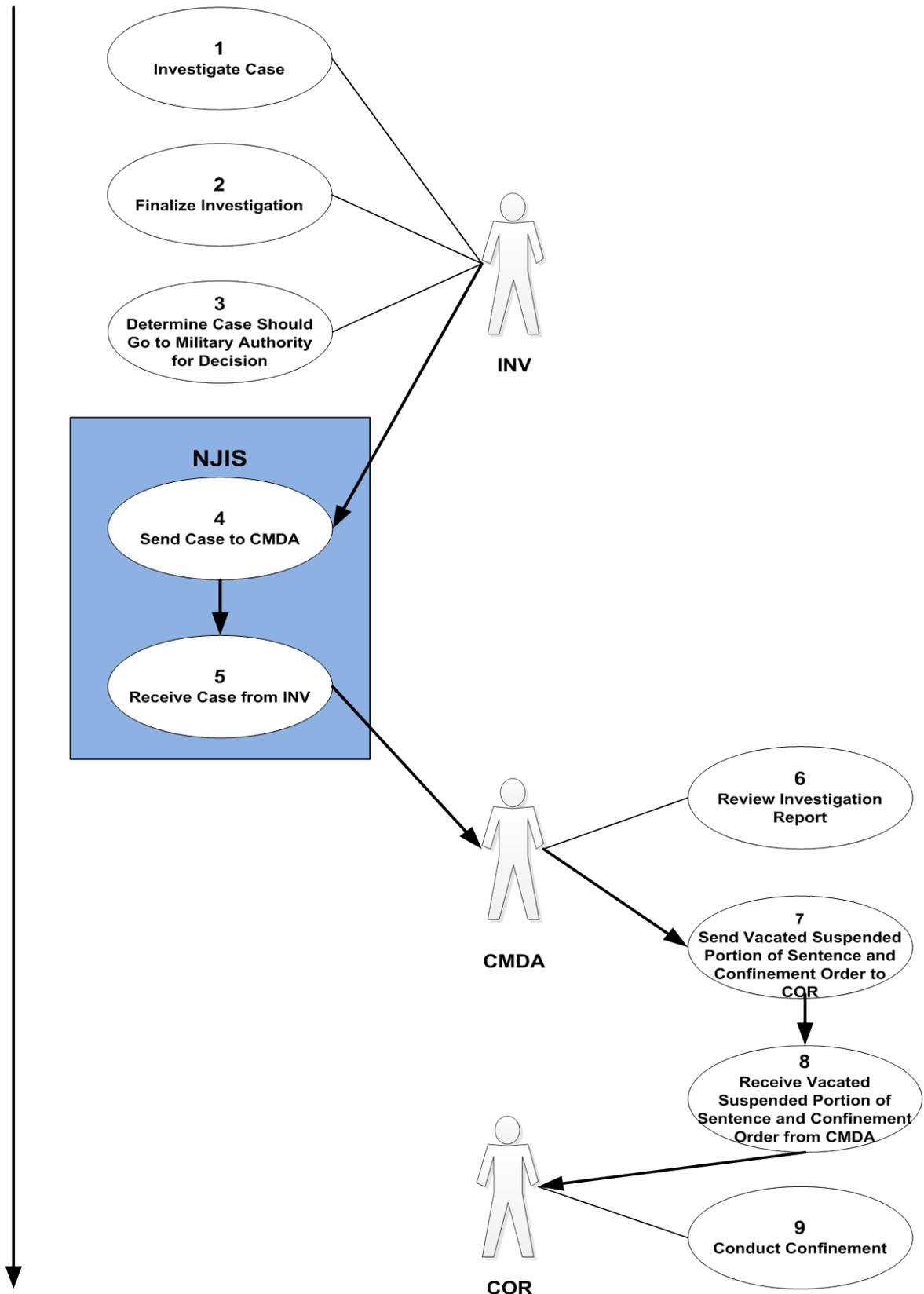
<b>Use Case Identifier</b>	Use Case 19
<b>Description</b>	Law Enforcement (LE) conducts a preliminary investigation, sends a request for an investigation to Investigations (INV), INV rejects the case, LE creates and finalizes the incident report, closes the incident, and sends the incident file to Civil Authority.
<b>Primary Actor</b>	LE
<b>Secondary Actor</b>	INV, Civil Authority
<b>Primary Actor's Goal</b>	Request an investigation from INV upon completion of preliminary investigation. Create incident file and close incident in case of rejection.
<b>Pre-Conditions</b>	Dispatch officer is notified of a new incident (e.g. via a phone call, another individual notifying LE via a walk-up, or LE comes upon the incident themselves) and stores the incident information.
<b>Post-Conditions</b>	Law Enforcement confirms the incident file was sent successfully to Civil Authority.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. LE conducts a preliminary investigation.</li> <li>2. LE sends a request for investigation to INV through NJIS.</li> <li>3. INV receives a request for investigation from LE through NJIS.</li> <li>4. INV rejects the case and sends the case back to LE through NJIS.</li> <li>5. LE creates incident file.</li> <li>6. LE drafts an incident report.</li> <li>7. LE finalizes the incident report.</li> <li>8. LE closes the incident.</li> <li>9. LE determines where to send the incident file (i.e. CMDA or Civil Authority) and sends the incident file to Civil Authority.</li> <li>10. Civil Authority receives and stores the incident file.</li> </ol>



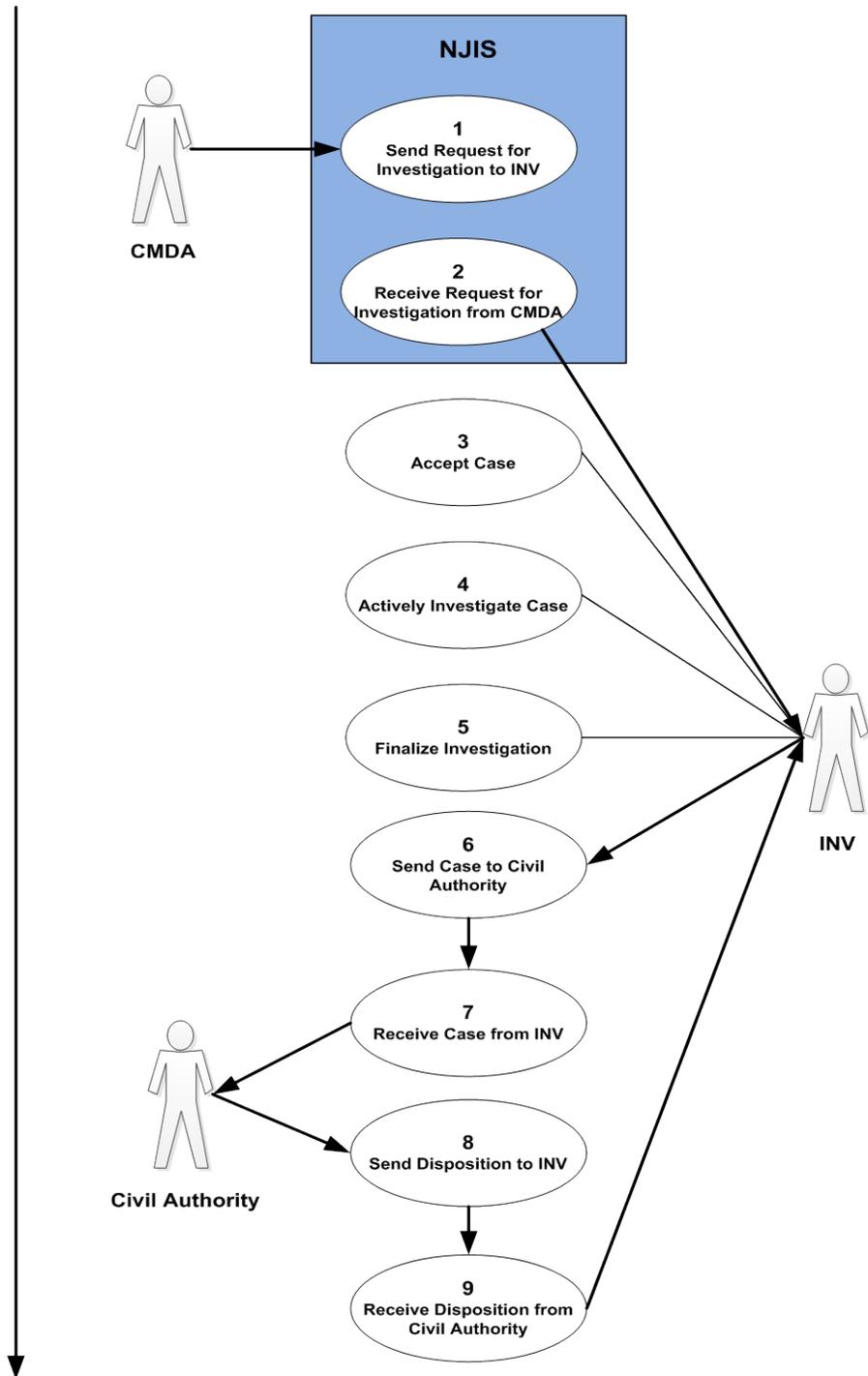
<b>Use Case Identifier</b>	Use Case 20
<b>Description</b>	An incident occurs within Command. Command Actions (CMDA) conducts a preliminary inquiry and the case is not sent to another community. CMDA pursues Non-Judicial Punishment (NJP) and issues a Bread and Water Confinement Order.
<b>Primary Actor</b>	CMDA
<b>Secondary Actor</b>	Corrections (COR)
<b>Primary Actor's Goal</b>	Pursue NJP, issue Bread and Water Confinement Order, and send Bread and Water Confinement Order to COR.
<b>Pre-Conditions</b>	Incident occurs within Command. Service Member is not serving suspended portion of prior sentence, Pre-Trial confinement is not necessary, and the incident is not a desertion incident.
<b>Post-Conditions</b>	Case is closed.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. CMDA conducts preliminary inquiry of incident.</li> <li>2. CMDA creates Report Chit - UPB.</li> <li>3. CMDA conducts NJP.</li> <li>4. CMDA issues Bread and Water Confinement Order.</li> <li>5. CMDA sends Bread and Water Confinement Order to Corrections (COR).</li> <li>6. COR receives Bread and Water Confinement Order from CMDA.</li> <li>7. CMDA publishes NJP record.</li> <li>8. COR confines service member for 3 days.</li> <li>9. COR releases service member.</li> </ol>



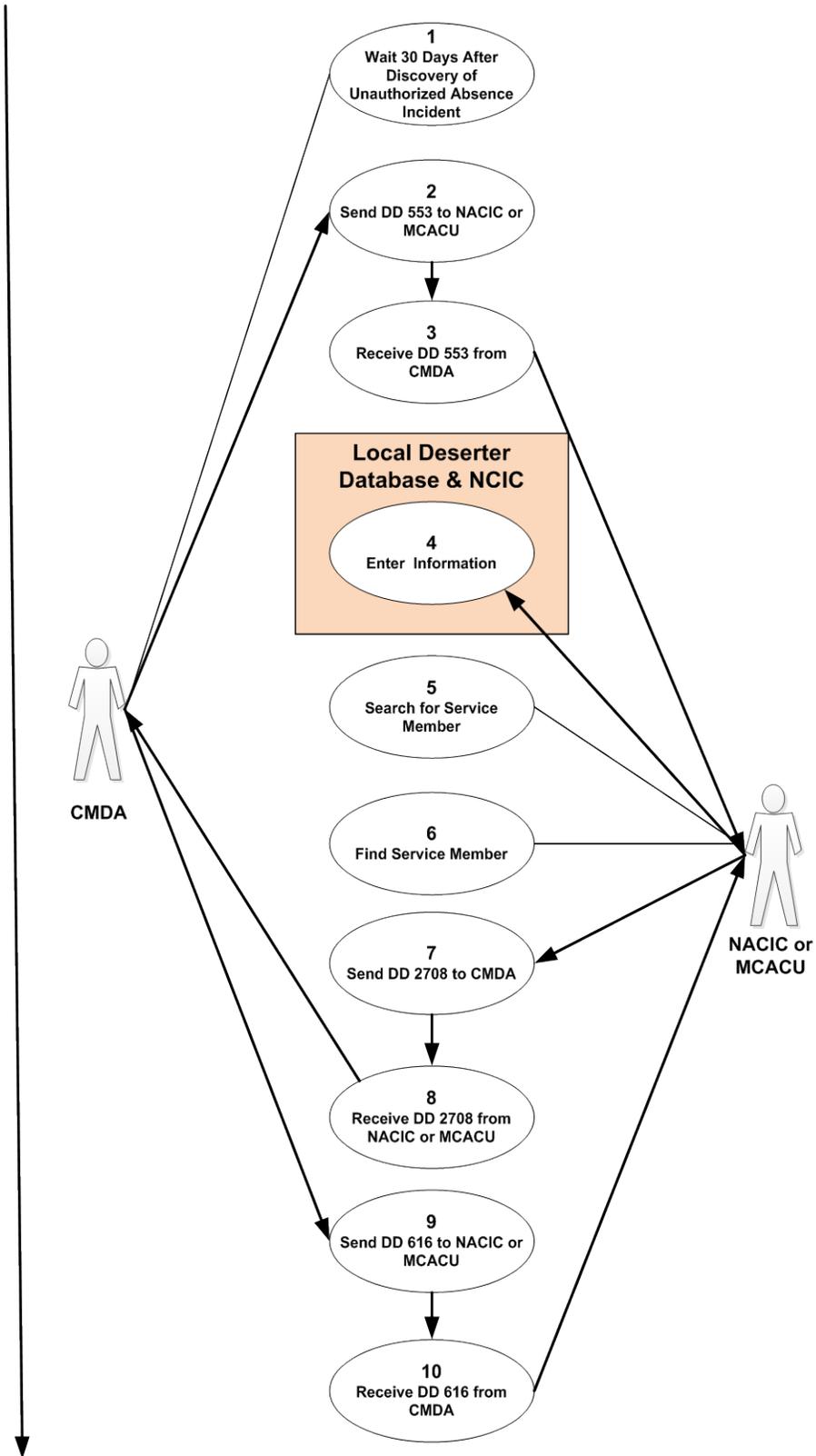
<b>Use Case Identifier</b>	Use Case 21
<b>Description</b>	Investigations (INV) investigates a case, determines the case to fall under military jurisdiction for a decision, and sends the case to Command Actions (CMDA). CMDA receives the case, reviews the investigation report, and discovers that service member was serving vacated portion of suspended sentence. Service member is sent to Corrections (COR) to serve remaining portion of sentence.
<b>Primary Actor</b>	CMDA
<b>Secondary Actor</b>	INV, COR
<b>Primary Actor's Goal</b>	Review the investigation report and send the service member to COR to serve the vacated portion of their sentence.
<b>Pre-Conditions</b>	INV is notified of an incident.
<b>Post-Conditions</b>	COR conducts confinement with NAMALA. Service member is then sent to the Federal Bureau of Prisons and COR case jurisdiction ends.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. INV actively investigates case.</li> <li>2. INV finalizes investigation of case.</li> <li>3. INV determines that the case should go to a military authority for decision.</li> <li>4. INV sends the case to CMDA through NJIS.</li> <li>5. CMDA receives the case through NJIS.</li> <li>6. CMDA reviews investigation report and determines that service member was serving a vacated portion of a suspended sentence.</li> <li>7. CMDA sends Vacated Suspended Portion of Sentence and Confinement Order to COR.</li> <li>8. COR receives Vacated Suspended Portion of Sentence and Confinement Order from CMDA.</li> <li>9. COR conducts confinement.</li> </ol>



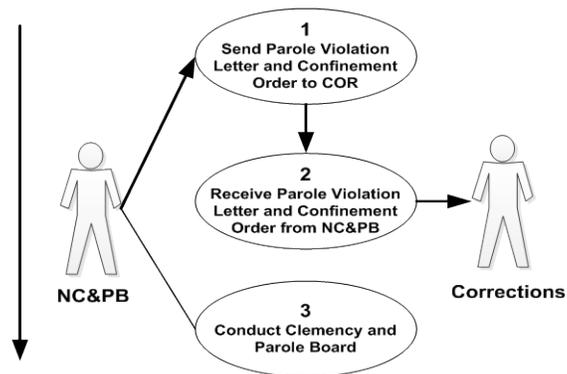
<b>Use Case Identifier</b>	Use Case 22
<b>Description</b>	Investigations (INV) receives a request for investigation from Command Actions (CMDA), accepts and actively investigates the case, finalizes the investigation, determines the case is a civil case, sends case to Civil Authority, and receives disposition from Civil Authority.
<b>Primary Actor</b>	INV
<b>Secondary Actor</b>	CMDA, Civil Authority
<b>Primary Actor's Goal</b>	Accept a request for investigation from CMDA, actively investigate case, finalize investigation, and send case to Civil Authority.
<b>Pre-Conditions</b>	CMDA is notified of an incident and determines an investigation is necessary.
<b>Post-Conditions</b>	Case is closed.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. CMDA sends INV a request for investigation through NJIS.</li> <li>2. INV receives a request for investigation from CMDA through NJIS.</li> <li>3. INV accepts case.</li> <li>4. INV actively investigates case.</li> <li>5. INV finalizes investigation.</li> <li>6. INV sends case to Civil Authority.</li> <li>7. Civil Authority receives case from INV.</li> <li>8. Civil Authority sends disposition to INV.</li> <li>9. INV receives disposition from Civil Authority.</li> </ol>



<b>Use Case Identifier</b>	Use Case 23
<b>Description</b>	Command Actions (CMDA) is notified of an incident that is a desertion incident. After 30 days the Navy Absentee Collection and Information Center (NACIC) or the Marine Corps Absentee Collection Unit (MCACU) is notified and the search process is begun. The service member is then found and returned to CMDA.
<b>Primary Actor</b>	NACIC, MCACU
<b>Secondary Actor</b>	CMDA
<b>Primary Actor's Goal</b>	Search for missing service member and send appropriate forms after the service member is found.
<b>Pre-Conditions</b>	Command notified of incident and conducts preliminary inquiry. The incident is not sent to the law enforcement communities and the incident is determined to be a desertion incident.
<b>Post-Conditions</b>	Service member is returned to CMDA, potentially for adjudication on charges. Case jurisdiction ends for NACIC or MCACU.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. CMDA waits 30 days after discovery of Unauthorized Absence (UA) incident.</li> <li>2. CMDA sends DD 553 to NACIC or MCACU.</li> <li>3. NACIC or MCACU receives the DD 553 from CMDA.</li> <li>4. NACIC or MCACU enters information into local deserter database and National Crime Information Center (NCIC).</li> <li>5. NACIC or MCACU searches for service member.</li> <li>6. NACIC or MCACU finds service member.</li> <li>7. NACIC or MCACU sends DD 2708 to CMDA.</li> <li>8. CMDA receives DD 2708 from NACIC or MCACU.</li> <li>9. CMDA sends DD 616 to NACIC or MCACU.</li> <li>10. NACIC or MCACU receives DD 616 from CMDA.</li> </ol>



<b>Use Case Identifier</b>	Use Case 24
<b>Description</b>	Service member violates parole and after the Naval Clemency and Parole Board (NC&PB) conducts the Clemency and Parole Board the service member is sent back to Corrections (COR) for confinement.
<b>Primary Actor</b>	NC&PB
<b>Secondary Actor</b>	COR
<b>Primary Actor's Goal</b>	Send Parole Violation letter and confinement order to COR and conduct Clemency and Parole Board.
<b>Pre-Conditions</b>	Service member commits an offense that qualifies as a violation of his or her parole. The consequence is determined to be a return to confinement.
<b>Post-Conditions</b>	Case jurisdiction is closed for NC&PB but activity in COR continues due to service member confinement.
<b>Basic Use Case Flow</b>	<ol style="list-style-type: none"> <li>1. NC&amp;PB sends Parole Violation letter and confinement order to COR.</li> <li>2. COR receives the Parole Violation letter and confinement order from NC&amp;PB.</li> <li>3. NC&amp;PB conducts the Clemency and Parole Board.</li> </ol>



## Appendix H. Glossary

Term	Description
<b>Archive</b>	To store a file for future reference in a data repository
<b>Authorized User</b>	A user that is determined by the system administrator to have access to secured resources controlled by the system.
<b>Case</b>	Any project, transaction, service or response that is "opened" and "closed" over a period of time to achieve resolution of a problem, claim, request, proposal, development or other complex activity. It is likely to involve multiple persons inside and outside of the organization, with varying relationships to each other, as well as multiple documents and messages.
<b>Command Actions Community (CMDA)</b>	Comprised of USN and USMC commands, to include ashore, afloat, and forward deployed units. Initiates cases and serves as the central point at which all cases are routed and closed.
<b>Corrections Community (COR)</b>	Comprised of DON corrections facilities excluding command brig facilities. COR manages cases for DON and also intakes Prisoners from other services.
<b>Incident File</b>	The documentation of one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place.
<b>Incident Report</b>	Used to record information and details of criminal activity which may require investigative action by commanding officers, supervisors, security police, NCIS special agents, etc. Used to provide information to the appropriate individuals within DoD organizations who ensure that the proper legal and administrative action is taken.
<b>Interface Control Document (ICD)</b>	The purpose of the ICD is to communicate all possible inputs to and all potential outputs from a system for some potential or actual user of the system. The internal interfaces of a system or subsystem are typically not documented in an ICD, but rather in a system design document (such as a software design document). Interface control documents are a key element of systems engineering as they define and control the interface(s) of a system, and thereby bound its requirements.
<b>Investigations Community (INV)</b>	Comprised of Criminal Investigative Division (CID) and Navy Criminal Investigative Service (NCIS) personnel. Conducts criminal investigations within the DON.
<b>Judicial Actions Community (JA)</b>	Conducts Court-Martials, legal services for commands, administrative activities, management of court docket and the appeals process. JA will rarely initiate a case; rather, the case will usually be initiated through one of the other communities, typically LE or CMDA.
<b>Key System Attribute (KSA)</b>	System attributes considered most critical or essential for an effective military capability but not selected as Key Performance Parameters (KPPs). KSAs provide decision makers with an additional level of capability prioritization below the KPP but with senior sponsor leadership control.
<b>Key Performance Parameter (KPP)</b>	Those attributes or characteristics of a system that are considered critical or essential to the development of an effective military capability. A KPP normally has a threshold, representing the required value, and an objective, representing the desired value. KPPs are contained in the Capability Development Document (CDD) and the Capability Production Document (CPD) and are included verbatim in the Acquisition Program Baseline (APB).

<b>Law Enforcement Community (LE)</b>	Conducts base patrol functions, traffic investigations, and base-related disciplinary infractions. LE personnel route criminal investigations to either Investigations (INV) or Command Actions (CMDA) communities as appropriate and frequently initiate cases, which are updated by other communities as the case progresses.
<b>Navy and Marine Corps Appellate Leave Activity (NAMALA)</b>	A centralized processing/tracking for all Navy and Marine Corps members assigned mandatory appellate leave while awaiting results of appellate review, members assigned to parole/supervised release by the Navy Clemency and Parole Board (NC&PB), and to perform such other functions and tasks as may be directed by higher authority.
<b>Navy-Marine Corps Appellate Review Activity (NAMARA)</b>	A part of the Administrative Support Division (Code 40) of Navy JAG, which oversees all aspects of receiving, tracking and storage of records of trial received from Navy and Marine Corps Commands for review by the Judge Advocate General and the Navy-Marine Corps Court of Criminal Appeals (NMCCA). Code 40 maintains the OJAG central files for Court-Martial records of trial.
<b>Navy Absentee Collection and Information Center (NACIC)</b>	NACIC is a PERS-00D detachment whose mission is to operate the Navy Deserter Information Point (NDIP) which investigates, causes the apprehension of, and escorts military personnel administratively declared deserters back to their command or military jurisdiction.
<b>Navy Clemency and Parole Board (NC&amp;PB)</b>	One of four component boards that comprise the Secretary of the Navy, Council of Review Boards. The Naval Clemency and Parole Board reviews clemency or parole cases for Navy, Marine Corps, and Coast Guard Prisoners and makes clemency determinations and recommendations and or parole determinations consistent with the needs of public safety and the individual inmate. The board coordinates with the Navy/Marine Corps correctional facilities and the United States Parole Commission to oversee and monitor the progress and conduct of Navy/Marine Corps and Coast Guard personnel. The Naval and Clemency and Parole Board also provides oversight of corrections to include treatment programs and supports commanders in their custody, correctional treatment, and public safety responsibilities as well as provides compassionate system access and courteous support to victims and witnesses of crime, their families and inmate families.
<b>Objective</b>	The desired operational goal associated with a performance attribute beyond which any gain in utility does not warrant additional expenditure. The objective value is an operationally significant increment above the threshold. An objective value may be the same as the threshold when an operationally significant increment above the threshold is not significant or useful.
<b>Record</b>	To permanently register an incidence of a bank or prisoner transaction in a database or other data store.
<b>Recovery Point Objective (RPO)</b>	The duration of acceptable data loss in the event of a disaster and is often used in conjunction with the RTO to determine a data backup strategy for the system. Contributing factors for the RPO include the frequency of data backup, the time it takes to load the data into the system at the backup or COOP site, and the time it takes to get the system backup / COOP site online.
<b>Recovery Time Objective (RTO)</b>	The duration of time and a service level within which a system shall be restored at the backup or COOP data center after a disaster at the primary data center in order to avoid unacceptable consequences to the business process.

<b>Report of Investigation (ROI)</b>	Reports produced by investigative authorities after an investigation has been conducted. Report often includes a narrative of investigative findings and copies of collected statements. NCIS Reports of Investigation must be provided to each command, prosecutorial authority or other appropriate activity if the offenses or incidents investigated affect that entity.
<b>Results of Trial</b>	The Results of Trial Segment (Segment 7) of DIBRS reporting records the actions of the Court-Martial as a result of the incident. A separate segment is sent for each arrestee by each Finding and Sentence Report/Review Authority level. The Results of Trial Segment should be submitted in all cases in which charges are referred to Court-Martial, regardless of disposition. The only exception is in those cases in which an administrative separation in lieu of trial is granted.
<b>Role Based Access Controls (RBAC)</b>	Offers an automated process to manage resource access based on a user's role. Any role change effectively affects resource access. The definition of a role can be a title/position designation within an organization.
<b>Threshold</b>	The minimum acceptable value considered achievable within the available cost, schedule, and technology at low-to-moderate risk. Performance below the threshold value is not operationally effective or suitable or may not provide an improvement over current capabilities.
<b>Victim Witness Assistance Program (VWAP)</b>	Designed in accordance with DoD Directives 1030.01 and 1030.2 to enhance and protect the rights of victims and witnesses of crimes committed within the military setting throughout the criminal justice process – from initial contact by investigators through any period of confinement adjudged. Requirements include the maintenance of a Victim and Witness Assistance Council, maintenance of a central repository for each Military Service to ensure that victims are notified of changes in a confinee's status, and the submission of an annual report, among other responsibilities.