



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
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1640
Ser 135E/118
6 Jul 09

From: Director, Navy Corrections and Programs (N135E)
To: Distribution

Subj: EXPANDED USE OF CORRECTIONS INFORMATION MANAGEMENT SYSTEM
(CORMIS)

Ref: (a) SECNAV M-5210.1, Department of the Navy Records Management
Program, Records Management Manual
(b) SECNAVINST 1640.9C, Department of the Navy Corrections
Manual

1. Purpose. To expand the use of CORMIS within Navy shore brigs, Navy and Marine Corps Appellate Leave Activity (NAMALA), and Navy Absentee Collection and Information Center (NACIC) by attaching key documents to case records.

2. Background

a. Per reference (a), the Department of the Navy (DON) Records Management (RM) Program establishes policies and procedures for life-cycle management (creation, maintenance, use and disposition) of DON records. This manual provides guidelines and procedures for the proper administration of a records management program.

b. Per references (a) and (b), CORMIS is the electronic records management (ERM) application for the storage and management of electronic records serving the naval offender management system that supports naval shore brigs, NAMALA and NACIC. On-going efforts include integration of CORMIS with the Department of the Navy Criminal Justice Information System (DONCJIS) to support Department of Defense (DoD) incident-based reporting.

c. Within the Navy and Marine Corps Intranet (NMCI), "TRIM Context" is the ERM application for the storage and management of DON organization and electronic records. Per paragraph 2b above, TRIM is not the ERM for the naval offender management system.

d. CORMIS now has the capability of adding attachments in a simple and secure manner to case records and this presents us an opportunity for electronic record and information sharing. Scanning equipment, capable of scanning documents to portable document format ("PDF") and the "JPEG" image coding standard, is at Navy corrections facilities. Benefits to be achieved by scanning and attaching files as images are several: reduced storage space required for paper files, reduced manpower required to manage the storage of paper files,

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and simultaneous, easy access by multiple remotely located users to stored documents in a consolidated prisoner record.

3. Policy

a. Effective upon signature, all Navy shore brigs, NAMALA and NACIC shall ensure critical (e.g., confinement and release, legal (IRO actions, report of results of trial, convening authority action, supplemental court-martial orders, clemency and parole, DD-553/616, etc.) documents are scanned and attached within CORMIS. Disposition of paper records shall continue to be processed and managed per references (a) and (b).

b. Where TRIM Context is used as the DON organizational/command Electronic Records Management Solution (ERMS), commands shall ensure access to all such records are available to command executive staff and next echelon headquarters executive staff (Director, Deputy Director, Information Assurance Manager).

4. Point of contact is Mr. Tim Purcell, N135E, at (901) 874-4452, DSN 882, email: timothy.purcell1@navy.mil.


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NAMALA
NACIC

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