



ALERTS 4833 Module (Information for Commander and Assignees)



ALERTS 4833

- **Army Law Enforcement Reporting and Tracking System (ALERTS)** is the Army's cradle-to-grave criminal case management system.
- ALERTS tracks law enforcement cases from incident occurrence, case investigation, to final case disposition including processing of the Commander's Report of Disciplinary or Administrative Action (DA Form 4833).
- ALERTS access is available worldwide via the NIPRnet 24 x 7 (<https://alerts.cims.army.mil>).
- CID, MP, MPI personnel have ALERTS access to complete Law Enforcement Reports (LERs).
- Commanders and designated Assignees access ALERTS on case-by-case basis for 4833 processing.
- ALERTS meets the Army's need to automatically report, notify, and track DA Form 4833 completion.
- **New Process Summary:**
 - ALERTS user (CID, MP, System Administrator) create the 4833, assign it to the Commander and/or designated assignees (legal, clerk, etc.) for completion, review, and Commander's signature.
 - ALERTS sends the Commander and/or designated assignees an email with a CAC-enabled link for limited case access for 4833 completion.
 - Assignees complete the form on-line in ALERTS, with Commander digitally signing via the ALERTS

NOTE: The following slides demonstrate how to access the ALERTS 4833.



DA Form 4833 Comparison

Previous DA Form 4833 and Wizard

New ALERTS 4833 Page

WICARD

COMMANDER'S REPORT OF DISCIPLINARY OR ADMINISTRATIVE ACTION
For use of this form, see AR 190-45; the proponent agency is the Office of the Provost Marshal General.

PRIVACY ACT STATEMENT
AUTHORITY: Title 28 USC 534 Section 614; E.O. 9397 (SSN) as amended.
PRINCIPAL PURPOSE: To provide commanders and law enforcement officials with means by which information may be accurately identified. Your Social Security Number is used as an additional/alternate means of identification to facilitate filing and retrieval.
ROUTINE USES: The Routine Uses that appear at the beginning of the Army's AD190-45 OPMG, Military Police Reporting Program Records (MPRP) System of Record Notice may apply to this system.
DISCLOSURE: Voluntary, although without the SSN collection, law enforcement records could not be accurately retrieved and the probability of misidentifying an individual would increase significantly.

CONTROL INFORMATION

Thru: USACRC Number:

To: MP Report Number:

Referred By: Sub-Installation:

Referral Date: Suspense Date:

The first Lieutenant Colonel in the chain of command is responsible and accountable for completing DA Form 4833 with support documentation (copies of Article 15e, court-martial orders, reprimands, etc) for all USACIDC investigations. The unit and brigade commander or their equivalent will also receive a copy of the DA Form 4833 for all USACIDC investigations.

DA Form 4833, March 2004
AR 190-45-10003
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COMMANDER'S REPORT OF DISCIPLINARY OR ADMINISTRATIVE ACTION
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Information Referral Info MPR/Judicial Admin Actions Sections Remarks/Signatures

1. CONTROL INFORMATION

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Company, troop, and battery level commanders are responsible and accountable for completing DA Form 4833 with supporting documentation in all cases investigated by MPI, civilian detectives employed by the Department of the Army, and the PMO. Accurate and complete DA 4833 disposition reports are required to meet installation, command, HQDA, DOD, and federal statutory reporting requirements. The data is used to identify crime trends, establish command programs in law enforcement and other activities, and to ensure that resources are made available to support commanders who must address issues of soldier and family member indiscipline.

In court-martial cases, a conviction of an offense at court-martial may be for a different, or lesser included offense. List the offense for which the individual was convicted at court-martial in the remarks section. Provost Marshals must enter the "MP Report Number" (Block 1) for all cases referred to commanders. "Sub-Installation" (Block 1) is used to enter report number from a civilian law enforcement agency police report. Other information on the civilian law enforcement agency (e.g. civilian law enforcement agency address) may be entered in the remarks section.

SAVE RESET ATTACH DISPLAY VIEW FORM PREVIOUS NEXT



Action Taken/Outcome Non Adverse Adverse Separation Judicial/Non-Judicial Suspended/Conditions CDR/Remarks Assignees Attachments/Linked LER

Privacy Act Statement
AUTHORITY: Title 10 USC Section 201, Title 5 USC Section 2051, E.O. 9397 dated November 22, 1949.
PRINCIPAL PURPOSE: To provide commanders and law enforcement officials with means by which information may be accurately identified. Your Social Security Number is used as an additional/alternate means of identification to facilitate filing and retrieval.
ROUTINE USES: The Routine Uses that appear at the beginning of the Army's AD190-45 OPMG, Military Police Reporting Program Records (MPRP) system of record notice may apply to this system.
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Control Information (Section 1)

Thru: USACRC Number: 000007

To: Case Number: 00210-2019-AMPC023

Referred By: Sub-Installation: NCC28020M

Referral Date: 20190206

Suspense Date: (yyyy/mm/dd) * 20190401

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Offense Information (Section 2)

Name: Moe, Michael Middleton Grade: E0 SSN: 100-10-6100 Date of Birth: 19700101

Federal Information (Section 3)

Commander Decision Date: (yyyy/mm/dd)

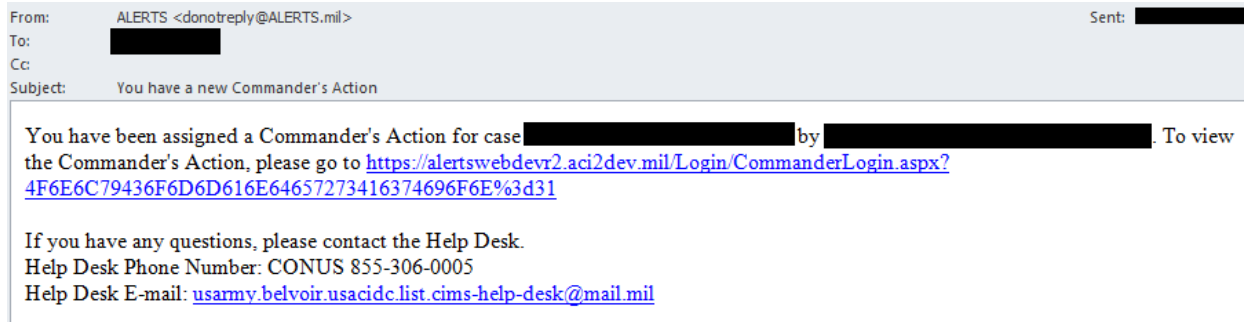
Wrongful Use of Cocaine - Not Detected by Urinalysis... 2019/02/01 [v] [v]

NOTE: For each offense marked "NCD" for "Action Taken", you must supply a Reason.
If "Action Taken" is "Yes" for any Offense, continue to Block 4 and choose the highest level. If you selected "Action Taken" "No" for ALL Offenses, go directly to "Commander's Remarks" (Block 10a) to expand on your Reasons, then sign, date and return the form to the agent specified in "Referred By" (Block 1).



Email Notification of 4833

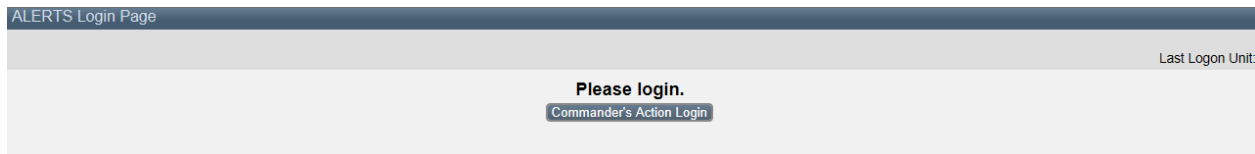
- The commander and designated assignees receive an email notification when assigned a 4833 action.
- The email contains a **link** providing the web address to the ALERTS 4833 module.
- The link will direct the Commander and designated assignee to their assigned 4833 queue in ALERTS.
- Below is an example email.





Commander's Action Login

- Click the **link** in the email notification.
- When prompted, **select** your **DOD Email certificate**, enter your **CAC PIN** and click **OK**.
- Click **OK** on the Notice and Consent page.
- Click the **Commander's Action Login** button.



- The Commander's Action list will then display.

Case Number	Subject Name	Originating User	Adjudication Status	Adjudication Overdue	Action
00010-2016-MPC023	Long Doe Name Long Doe Name Long Doe Name Lo...	Admin, MP Dev	Sent to Commander		Select Edit Print
00001-2016-CID001	Doe, John	Admin, CID Dev	Sent to Commander		Select Edit Print
00024-2015-CID001	Smith Senior, Kaaytee Test	Admin, CID Dev	Sent to Commander		Select Edit Print
00012-2016-MPC023	Dragon, John	Admin, MP Dev	Sent to Commander		Select Edit Print
00001-2015-MPI023	Doe, Gregory James	Admin, MP Dev	Sent to Commander		Select Edit Print
00012-2016-MPC023	Moe, Michael Middleton	Admin, MP Dev	Sent to Commander		Select Edit Print



Commander's Action List

- To view a 4833 summary and it's assignees, click **Select** in the Action column.
- The Commander's Action Information will display.

Commander's Action List

Assigned Commander's Actions

Case Number	Subject Name	Originating User	Adjudication Status	Adjudication Overdue	Action
00010-2016-MPC023	Long Doe Name Long Doe Name Long Doe Name Lo...	Admin, MP Dev	Sent to Commander		Select Edit Print
00001-2016-CID001	Doe, John	Admin, CID Dev	Sent to Commander		Select Edit Print
00024-2015-CID001	Smith Senior, Kaaytee Test	Admin, CID Dev	Sent to Commander		Select Edit Print
00012-2016-MPC023	Dragon, John	Admin, MP Dev	Sent to Commander		Select Edit Print
00001-2015-MPI023	Doe, Gregory James	Admin, MP Dev	Sent to Commander		Select Edit Print
00012-2016-MPC023	Moe, Michael Middleton	Admin, MP Dev	Sent to Commander		Select Edit Print

Commander's Action Information

— Commander's Action Information —

Case Number: 00012-2016-MPC023 **Subject Name:** Moe, Michael Middleton **Is Overdue:** No

Suspense Date: 2016/04/11 **Originating User:** [REDACTED] **Originating User Email:** [REDACTED] **Commander's Action Status:** Sent to Commander

Assignees

Email Address	Is Commander	Action
[REDACTED]	Yes	Assign Commander Remove Assignee
		Assign Commander Remove Assignee



Add or Update the Assignees

- To add, click the **Add** button, enter the assignee's email address, click **OK**.
- To remove, click **Remove Assignee**.
- To assign the commander, click **Assign Commander**. (Note: only one commander can be assigned for each 4833)

Commander's Action List

Assigned Commander's Actions

Case Number	Subject Name	Originating User	Adjudication Status	Adjudication Overdue	Action
00010-2016-MPC023	Long Doe Name Long Doe Name Long Doe Name Lo...	Admin, MP Dev	Sent to Commander		Select Edit Print
00001-2016-CID001	Doe, John	Admin, CID Dev	Sent to Commander		Select Edit Print
00024-2015-CID001	Smith Senior, Kaaytee Test	Admin, CID Dev	Sent to Commander		Select Edit Print
00012-2016-MPC023	Dragon, John	Admin, MP Dev	Sent to Commander		Select Edit Print
00001-2015-MPI023	Doe, Gregory James	Admin, MP Dev	Sent to Commander		Select Edit Print
00012-2016-MPC023	Moe, Michael Middleton	Admin, MP Dev	Sent to Commander		Select Edit Print

Commander's Action Information

— Commander's Action Information —

Case Number: 00012-2016-MPC023 Subject Name: Moe, Michael Middleton Is Overdue: No

Suspense Date: 2016/04/11 Originating User: [REDACTED] Originating User Email: [REDACTED] Commander's Action Status: Sent to Commander

Assignees

Email Address	Is Commander	Action
[REDACTED]	Yes	Assign Commander Remove Assignee
		Assign Commander Remove Assignee



4833 Data Entry

- In the Assigned Commander's Action List, click **Edit** in Action column.
- ALERTS presents the 4833 in tab format. The tabs correlate to the sections of the DA-4833.

Commander's Action List

Assigned Commander's Actions

Case Number	Subject Name	Originating User	Adjudication Status	Adjudication Overdue	Action
00010-2016-MPC023	Long Doe Name Long Doe Name Long Doe Name Lo...	Admin, MP Dev	Sent to Commander		Select Edit Print
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00012-2016-MPC023	Dragon, John	Admin, MP Dev	Sent to Commander		Select Edit Print
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00012-2016-MPC023	Moe, Michael Middleton	Admin, MP Dev	Sent to Commander		Select Edit Print

- The Admin tab of the 4833 will display first. Begin entering data in Section 3.



ALERTS Admin Tab

Admin | Action Taken/Outcome | Non-Adverse | Adverse | Separation | Judicial/Non-Judicial | Suspended Sanctions | CDR/Remarks | Assignees | Attachments/Latest LER

Privacy Act Statement

AUTHORITY: Title 10 USC Section 301; Title 5 USC Section 2951; E.O. 9397 dated November 22, 1943.

PRINCIPAL PURPOSE: To provide commanders and law enforcement officials with means by which information may be accurately identified. Your Social Security Number is used as an additional/alternate means of identification to facilitate filing and retrieval.

ROUTINE USES: The Routine Uses that appear at the beginning of the Army's AD190-45 OPMG, Military Police Reporting Program Records (MPRP) system of record notice may apply to this system.

DISCLOSURE: Voluntary, although without the SSN collection, law enforcement records could not be accurately retrieved and the probability of misidentifying an individual would increase significantly.

Control Information (Section 1)

Thru:

To: *
564 Testing Street
Testcity, ME 65432

Referred By: *
1234 I Declare Thumb War,
Pinky Ring
Hand Central, NC 55555

USACRC Number: 000007

Case Number: 00012-2016-MPC023

Sub-Installation: NCD2802DM

Referral Date: 2016/02/26

Suspense Date: (yyyy/mm/dd) *

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Offender Information (Section 2)

Name: Moe, Michael Middleton **Grade:** E8 **SSN:** 150-15-9159 **Date of Birth:** 1970/01/01

Referral Information (Section 3)

Commander Decision Date:
(yyyy/mm/dd)

Offense	Date	Action Taken	Reason
Wrongful Use of Cocaine - Not Detected by Urinalysis ...	2016/02/01	<input type="text" value="NO"/>	<input type="text"/>

NOTE: For each Offense marked 'NO' for 'Action Taken', you must supply a Reason.
If 'Action Taken' is 'Yes' for any Offense, continue to Block 4 and choose the highest level. If you selected 'Action Taken' 'No' for ALL Offenses, go directly to 'Commander's Remarks' (Block 10a) to expand on your Reasons, then sign, date and return the form to the agent specified in 'Referred By' (Block 1).



Review the Latest Approved LER

- To view the LER report, click **Attachments/Latest LER** tab. Next, click the **View Latest Approved LER** button.

A screenshot of a web application interface for reviewing LER reports. The interface has a dark blue header with several tabs: "Admin", "Action Taken/Outcome", "Non-Adverse", "Adverse", "Separation", "Judicial/Non-Judicial", "Suspended Sanctions", "CDR/Remarks", "Assignees", and "Attachments/Latest LER". The "Attachments/Latest LER" tab is selected. Below the header is a table with columns: "Title", "Filename", "File Type", "Upload Date", and "Action". A button labeled "View Latest Approved LER" is highlighted with a red box in the first row of the table. Another button labeled "Add" is located in the bottom right corner of the table area.

- The report will display in a separate window or tab. The format of the report is PDF.



Signing the 4833

- Click the **CDR/Remarks** (Sections 10 and 11) tab to enter any comments recorded by the commander on the DA Form 4833 in the Commander's Remarks field.
- Click the **Sign Commander's Action** button. The Name, Official Email Address and Signature will be populated.

The screenshot displays the 'CDR/Remarks' tab of a web application. At the top, a navigation bar includes tabs for 'Admin', 'Action Taken/Outcome', 'Non-Adverse', 'Adverse', 'Separation', 'Judicial/Non-Judicial', 'Suspended Sanctions', 'CDR/Remarks', 'Assignees', and 'Attachments/Latest LER'. The 'CDR/Remarks' tab is active.

Below the navigation bar, the 'Commander's Remarks (Section 10)' section is visible. It contains a text area with the following text: 'The commander's remarks are copied from the returned DA Form 4833. The agent will enter whatever the commander entered by typing what he/she sees on the form.' Below this text is a scrollable area containing 'Case History: 00012-2016-HFC023-000007'.

The 'Commanding Officer (Section 11)' section is also visible. It includes a dropdown menu for 'Was a DNA sample collected from the offender?' with 'No' selected. Below this are four input fields: 'Name: *', 'Grade: *', 'Official e-Mail Address: *', and 'Signature:'. To the right of the 'Signature' field is a 'Signature Date: (yyyy/mm/dd) *' field with a date picker icon.

At the bottom of the form, there is a 'Sign Commander's Action' button and a 'Save Current Tab' button.



Submitting the 4833

- To return the 4833 to the ALERTS user for review, click the **Submit Commander's Action** button.
- The 4833 will be removed from your queue and no longer accessible unless reassigned to you by the ALERTS user.
- Notification will be sent to the ALERTS user (reporting unit or installation) to review and approve the 4833.

Admin Action Taken/Outcome Non-Adverse Adverse Separation Judicial/Non-Judicial Suspended Sanctions CDR/Remarks Assignees Attachments/Latest LER

Commander's Remarks (Section 10)

The commander's remarks are copied from the returned DA Form 4833. The agent will enter whatever the commander entered by typing what he/she sees on the form.

Case History:
00012-2016-NPC023-000007

Commanding Officer (Section 11)

Was a DNA sample collected from the offender? No

Name: * [REDACTED] Grade: * O-6

Official e-Mail Address: * [REDACTED]

Signature: [REDACTED] Signature Date: (yyyy/mm/dd) * [REDACTED]

Unsign Commander's Action **Submit Commander's Action**

Save Current Tab