



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 001-21

Procedure Update: **PHASE 1 OF THE MIGRATION FROM CONTENT MANAGER (TRIM) TO DON TRACKER RM**

Release Date: 01/13/2021 Effective Date: IMMEDIATELY

BLUF: The Secretary of the Navy has directed a single, auditable, compliant records management process implemented uniformly across and within all Department of the Navy (DON) divisions and commands, enabling efficient and effective execution of records management (RM) and task management per applicable statute, policy, and regulation. DON Tasking Records and Consolidated Knowledge Enterprise Repository (TRACKER) RM will be the Navy's authorized RM solution, replacing Content Manager (TRIM).

DISCUSSION: TRIM will sunset in 2021, and records stored in TRIM will be migrated to DON TRACKER RM. In order to make the transition to DON TRACKER RM, each file will be stored by the appropriate Legacy Standard Subject Identification Code (SSIC) in accordance with the SSIC Manual SECNAV M-5210.2. This notice is intended to drive field activities to update document retention efforts in TRIM, and set the conditions for an orderly migration to DON TRACKER RM.

Phase 1 of the DON TRACKER RM migration includes:

- + Creating File Plans in DON TRACKER RM by assigning SSIC Codes to all the folders in TRIM. This task completed by NPPSC N3.
- + Building Organizational Codes and assigning new users in DON TRACKER RM. This task completed by BUPERS-07.
- + Identifying personnel to attend the scheduled Training sessions:
 - ❖ **18-21 January: Provide DON TRACKER RM training to ALL current Local Administrators.** This is the first step in the training process. This will allow local administrators to train other designated personnel and create new users accounts within their organization and/or command to use DON TRACKER RM.
 - ❖ **1-25 February: Initiate training sessions for ALL new/end users.** Training will be unlimited seating and available to ALL hands end users daily via webinar. The pre-requirements would be completion of Department of the Navy (DON) Records Management (DOR-RM-010-1.2) training available at Total Workforce Management Services (TWMS).

Phase 2 of the migration to DON TRACKER Electronic Records Management (ERM) is TBD, and expected to be complete in March 2021.

WHAT THIS MEANS TO YOU:

+ Clarifying guidance for PSD/TSC:

- Provide your current PSD/TSC TRIM Administrator name and contact information to NPPSC as soon as possible by email to Mrs. Jessica Erb at personnel_nppsc.fct@navy.mil.
- Become familiar with SECNAV M-5210.2 (SSIC Manual) and SECNAV Manual M-5210.1 (Records Management Manual).
- NPPSC will keep all aware of any new requirements or information as we receive them. Expect Phase 2 to provide a migration schedule and a “cutoff” date, after which files should no longer be stored in TRIM.
- Please note the folder updates and the additional site folders added in TRIM to support the Travel Processing Department (TPD) Sites: Millington, Jacksonville, and Oceana.

Folders located in TRIM:

BP-SCB-140 My Navy Career Center (MNCC)

BP-UNT-746 MNCC Travel

BP-UNT-736 MNCC Debt Management

Folder Updates in TRIM:

BP-SCB-140 Travel Processing Department (TPD)

BP-UNT-746 TPD Site Millington

BP-UNT-736 TPD Debt Management

BP-UNT-750 TPD Site Jacksonville

BP-UNT-751 TPD Site Oceana

+ Primary capabilities that DON TRACKER will deliver:

- 1) Document Management
- 2) Tasker Management
- 3) Reports
- 4) Records Management and
- 5) Search

+ Link to DON TRACKER: <https://dontracker.navy.mil/share/page/>

+ Adhere to all policies and procedures set forth in SOP's, NAVADMINs, and instructions.

+ All OPS ALERTS and CPPA RESOURCES can be found on the following:

- <https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/SitePages/Home.aspx>
- <https://www.public.navy.mil/bupers-npc/support/paypers/cpcresources>

*****Disseminate to all tenant commands and CPPA's under your AOR*****

POC:

NPPSC Global Operations

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