19 January 2021

ALCON,

The Electronic Records Management (ERM) training focuses on the system’s automation capabilities. The course material will include designing a folder structure aligned with records, schedules, configuring automated filing rules, understanding metadata, and applying access controls. These concepts are foundational to properly operate DON TRACKER ERM within your department and or division.

As recommended by the National Archives and Records Administration (NARA), the Records Manager and IT representative should work in partnership to set up and operationalize an Electronic Records Management tool. This establishes the capability baseline needed to support an organization’s high level business requirements.

BUPERS 07 Records Manager will provide training to all Local Administrators (LA). This will allow them to create new user accounts within their departments and/or divisions and also to train other designated personnel on how to use DON TRACKER records management.

In light of current COVID-19 restrictions, the trainer development activities below will be conducted via webinar:

**25-28 JAN 2021:** **LOCAL ADMINISTRATORS (LA)**

**Group - 1.2.3&4 (Local Administrators can sign up to any groups or sessions of their choice)**

**1-4 FEB 2021:** **OCONUS END USER TRAINING**

1-2 FEB 2021: EUROPE Group - 5

3-4 FEB 2021: FAR EAST ASIA Group – 6

**8-11 FEB 2021:** **PSD & TPD END USER TRAINING**

8-9 FEB 2021: PSD Mid-South & East Group - 7

10-11 FEB 2021**:** PSD West & Pacific Group – 8

**15-18 FEB 2021:** **BUPERS END USER TRAINING**

15-16 FEB 2021: BUPERS End Users Group – 9

17-18 FEB 2021: BUPERS End Users Group – 10

**22-25 FEB 2021:** **NAVPERSCOM & NAVMAC & OPNAV**

22-23 FEB 2021: NAVPERSCOM Group - 11

24-25 FEB 2021: NAVPERSCOM & NAVMAC & OPNAV N170 Group - 12

\*\* Please note that this training will be unlimited seating and available to ALL HANDS end users daily via webinar at no-cost\*\*

Attached is the ERM BUPERS TRAINING SCHEDULE (Excel format), which outlines the sessions, time and dates per department/ divisions.

User can sign up for class utilizing the link below.

<https://mpte.navy.deps.mil/sites/bupers/07/SitePages/HPE_RM-TRIM.aspx>

You will receive a calendar invitation for all sessions.

# ERM BUPERS TRAINING SCHEDULE .xlsx

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FY2021 DON TRACKER Electronic Records Management Foundations Webinar |  |  |  | | |
| **Local Administrators ONLY END USER TRAINING 25-28 January, 2021 Central Standard Time (CST)** |  | CST | CST | | |
| **Local Administrators, Group - 1.2.3&4** | Training Date | Training Time | Trainer Local Time |  |  |
| Group 1 Local administrators | 25-Jan-21 | 1300-1500 | 1300-1500 |  |  |
| Group 2 Local administrators | 26-Jan-21 | 1000-1200 | 1000-1200 |  |  |
| Group 3 Local administrators | 27-Jan-21 | 1000-1200 | 1000-1200 |  |  |
| Group 4 Local administrators | 28-Jan-21 | 1300-1500 | 1300-1500 |  |  |
| **OCONUS END USER TRAINING**  OCONUS END USER TRAINING 1-4 February 2021  (Training will be conducted both dates at the same time) |  | CST | CST | | |
| **EUROPE Group - 5** | Training Date | Training Time | Trainer Local Time |  | |
| CSD LISBON | 1 & 2 FEB-21 | 1100-1300 | 0500-0700 |  |  |
| CSD VAIHINGEN Germany | 1 & 2 FEB-21 | 1200-1400 | 0500-0700 |  |  |
| PSD NAPLES | 1 & 2 FEB-21 | 1200-1400 | 0500-0700 |  |  |
| PSD SIGONELLA | 1 & 2 FEB-21 | 1200-1400 | 0500-0700 |  |  |
| PSD ROTA | 1 & 2 FEB-21 | 1200-1400 | 0500-0700 |  |  |
| CSD SOUDA BAY | 1 & 2 FEB-21 | 1300-1500 | 0500-0700 |  |  |
| PSD BAHRAIN | 1 & 2 FEB-21 | 1400-1600 | 0500-0700 |  |  |
| OCONUS END USER TRAINING 1-4 Februaru, 2021  (Training will be conducted both dates at the same time) |  | CST | CST | | |
| **FAR EAST ASIA Group - 6** | Training Date | Training Time | Trainer Local Time |  | |
| PSD ATSUGI | 3 & 4 FEB-21 | 1000-1200 | 1900-2100 |  |  |
| PSD MISAWA | 3 & 4 FEB-21 | 1000-1200 | 1900-2100 |  |  |
| PSD OKINAWA | 3 & 4 FEB-21 | 1000-1200 | 1900-2100 |  |  |
| PSD SASEBO | 3 & 4 FEB-21 | 1000-1200 | 1900-2100 |  |  |
| CSD IWAKUNI | 3 & 4 FEB-21 | 1000-1200 | 1900-2100 |  |  |
| PSD YOKOSUKA | 3 & 4 FEB-21 | 1000-1200 | 1900-2100 |  |  |
| CSD CHINHAE | 3 & 4 FEB-21 | 1000-1200 | 1900-2100 |  |  |
| PSD SEOUL | 3 & 4 FEB-21 | 1000-1200 | 1900-2100 |  |  |
| PSD GUAM | 3 & 4 FEB-21 | 1100-1300 | 1900-2100 |  |  |
| END USER TRAINING 8-11February, 2021  (Training will be conducted both dates at the same time) |  | CST | CST | | |
| **PSD Mid South & East Group - 7** | Training Date | 1st Training Hours | 2nd Training Hours |  |  |
| TSC MEMPHIS | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD JACKSONVILLE | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD AFLOAT EAST | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD MAYPORT | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD CHARLESTON | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD FORT MEADE | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| TSC GREAT LAKES | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD GULFPORT | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD KINGS BAY | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD LITTLE CREEK | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD NEW LONDON | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD NEWPORT | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| TSC NORFOLK | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD OCEANA | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD PATUXENT RIVER | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD PENSACOLA | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD PORTSMOUTH | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD SAN ANTONIO | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD WASHINGTON DC | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| CSD ATLANTA | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| CSD BEAUFORT | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| CSD DAHLGREN | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| CSD DAM NECK | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| CSD DENVER | 8 & 9 FEB -21 | 0900-1100 | 1100-1300 |  |  |
| CSD RTC GREAT LAKES | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| CSD NEW ORLEANS | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| CSD MERIDIAN | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| CSD OKLAHOMA CITY | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| CSD SARATOGA SPRINGS | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| PSD GUANTANAMO BAY | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| **Travel Processing Department (TPD**)(**Divisions** - TPD Site  Millington,TPD Site Jacksonville,TPD Site Oceana,TPD Debt Management) | 8 & 9 FEB -21 | 0900-1100 | 1300-1500 |  |  |

**HPES NMCI NGEN Confidential** 1/14/2021 Page 1 ERM BUPERS TRAINING SCHEDULE .xlsx

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FY2021 DON TRACKER Electronic Records Management Foundations Webinar | |  |  |  |  |
| END USER TRAINING 8-11February, 2021  (Training will be conducted both dates at the same time) | |  | CST |  | CST |
| **PSD West & Pacific Group -8** | Training Date | 1st Training Hours | Trainer Local Time | 2nd Training Hours | Trainer Local Time |
| PSD AFLOAT WEST | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| PSD EVERETT | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| PSD KITSAP | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| PSD LEMOORE | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| PSD NORTH ISLAND | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| PSD POINT LOMA | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| PSD PORT HUENEME | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| PSD SAN DIEGO | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| PSD WHIDBEY ISLAND | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| CSD CHINA LAKE | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| CSD CORONADO | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| CSD EL CENTRO | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| CSD FALLON | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| CSD MONTEREY | 10-11 FEB -21 | 0900-1100 | 1100-1300 | 1300-1500 | 1500-1700 |
| PSD PEARL HARBOR | 10-11 FEB -21 | **0700-0900** | 1100-1300 | **1100-1300** | 1500-1700 |
| END USER TRAINING 15-18 February, 2021 (Training will be conducted both dates at the same time) | | CST | CST |  |  |
| **BUPERS End Users Group - 9** | Training Date | 1st Training Hours | 2nd Training Hours |  |  |
| BUPERS-01 | 15 & 16 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| BUPERS-03(DIVISIONS \_BUPERS-3, BUPERS-3S, BUPERS-31, BUPERS-311,  BUPERS-313, BUPERS-314, BUPERS-315, BUPERS-316, BUPERS-317, BUPERS-319, BUPERS-  32, BUPERS-321, BUPERS-323, BUPERS-324, BUPERS-325, BUPERS-326, BUPERS-327,  BUPERS-328, BUPERS-329, BUPERS-33, BUPERS-34, BUPERS-35, BUPERS-351,BUPERS-352) | 15 & 16 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| BUPERS-05 | 15 & 16 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| **BUPERS End Users Group - 10** | Training Date | 1st Training Hours | 2nd Training Hours |  |  |
| BUPERS 07(DIVISIONS**\_**BUPERS07,BUPERS-071,,BUPERS-  072,BUPERS-073, BUPERS-074, BUPERS-075, BUPERS-076, | 17 & 18 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| BUPERS-00B | 17 & 18 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| BUPERS-00R | 17 & 18 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| BUPERS-EOA | 17 & 18 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| BUPERES-00IG | 17 & 18 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| BUPERS-00J | 17 & 18 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| BUPERS-00Y | 17 & 18 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| BUPERS-00Z | 17 & 18 FEB -21 | 0900-1100 | 1300-1500 |  |  |
| END USER TRAINING 22-25 February, 2021 (Training will be conducted both dates at the same time) | | CST | CST |  |  |
| **NAVPERSCOM End Users Group - 11** | Training Date | 1st Training Hours | 2nd Training Hours |  |  |
| PERS-00B | 22 & 23 FEB-21 | 0900-1100 | 1300-1500 |  |  |
| PERS-00 | 22 & 23 FEB-21 | 0900-1100 | 1300-1500 |  |  |
| PERS-00C | 22 & 23 FEB-21 | 0900-1100 | 1300-1500 |  |  |
| PERS-00D | 22 & 23 FEB-21 | 0900-1100 | 1300-1500 |  |  |
| PERS-00L | 22 & 23 FEB-21 | 0900-1100 | 1300-1500 |  |  |
| PERS-00R | 22 & 23 FEB-21 | 0900-1100 | 1300-1500 |  |  |
| **PERS-2 (Divisions -** PERS-2C, PERS-2D,PERS-2M,PERS-23,PERS-2M  MICP, PERS-21,PERS-22, PERS-23,PERS-2S o BUPERS-26, BUPERS-26, BUPERS-26, BUPERS-26 ADMIN) | 22 & 23 FEB-21 | 0900-1100 | 1300-1500 |  |  |
| **NAVPERSCOM & NAVMAC & OPNAV End Users Group - 12** | Training Date | 1st Training Hours | 2nd Training Hours |  |  |
| **PERS-3 (Divisions** -PERS-31 ,PERS-32,PERS-33,PERS-34,PERS35 ) | 24 & 25 FEB-21 | 0900-1100 | 1300-1500 |  |  |
| **PERS-4** ( Divisions - PERS-4s,PERS-40,PERS-41,PERS-42,PERS43, PERS-44, PERS-45, PERS-46, PERS-47) | 24 & 25 FEB-21 | 0900-1100 | 1300-1500 |  |  |
| **PERS-5** (Divisions - PERS-5S,PERS-5C,PERS-52,PERS-53,PERS531,PERS-532,PERRS-533,PERS-534) | 24 & 25 FEB-21 | 0900-1100 | 1300-1500 |  |  |
| **PERS-8** (Divisions - PERS-8S,PERS-80,PERS-81,PERS-82, PERS83) | 24 & 25 FEB-21 | 0900-1100 | 1300-1500 |  |  |
| PERS-9(Divisions- PERS-9S,PERS-91,PERS-92,PERS-93,PERS94,PERS-95,PERS-97) | 24 & 25 FEB-21 | 0900-1100 | 1300-1500 |  |  |
| **NAVMAC** NAVY MANPOWER ANALYSIS CENTER  (NAVMAC)( Divisions - NAVMAC-FMO,NAVMAC-40,NAVMAC-30,NAVMAC-  20,NAVMAC-10, NAVMAC -70,NAVMAC-N1 Admin, NAVMAC-00) | 24 & 25 FEB-21 | 0900-1100 | 1300-1500 |  |  |
| OPNAV-N170 | 24 & 25 FEB-21 | 0900-1100 | 1300-1500 |  |  |

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