



# DON TRACKER

## *Department of the Navy (DON) Tasking, Records, and Consolidated Knowledge Enterprise Repository (TRACKER)*

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DON TRACKER is a single enterprise solution to replace multiple legacy Navy and Marine Corps task management (TM) and records management (RM) applications and processes.

### **Why is TRACKER needed?**

Currently, the Department of the Navy (DON) is using more than 20 different TM and RM systems, including five large-scale standalone Information Technology (IT) solutions. While this approach may serve individual commands and directorates, it is no longer viable for the DON enterprise. The DON's need to reduce cost and increase operational efficiency necessitates a unified and scalable solution.

For example, the mix of non-integrated TM and RM systems and decentralized processes hinder workflow and organizational responsiveness in the following ways:

- Task assignment and routing often require time-consuming, off-line coordination, circuitous email and attachment routing, and unproductive “handoffs.” Tasks passing between commands require manual reentry – the “sneaker net” – because systems are not seamless.
- The TRACKER business process re-engineering (BPR) revealed five separate task creation processes with 139 supporting steps that could be combined to reduce non-value added administrative activity by 57 percent.
- Often, personnel are unsure how to properly categorize and legally manage their command's records as current Records Management Applications (RMAs) are not integrated with tasking systems.

**The Secretary of the Navy (SECNAV) has directed a single, auditable, compliant records management (RM) and task management (TM) process implemented uniformly across and within all DON divisions and commands, enabling efficient and effective execution of RM and TM in accordance with applicable statute, policy, and regulation.**

*- DON TRACKER Business Case Analysis, 4 March 2013*

### **Capabilities and Benefits**

TRACKER is a single, web-based solution comprising enterprise information services, common business rules and processes, consistent task and record terminology, user training aids, and Common Access Card (CAC) authentication.

Current multiple disconnected systems will be replaced when TRACKER is deployed in the NIPR environment to CONUS and OCONUS ashore commands.

TRACKER's capabilities<sup>1</sup> will include:

- **Task Management and Workflow** – Prepare, assign, assemble, and distribute taskers via electronic workflow templates and forms. Task within and across organizations. Monitor,

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<sup>1</sup> DON TRACKER Functional Requirements Document (FRD), dtd 18 March 2013, signed by Assistant for Administration to the Secretary of the Navy, DON Chief Information Officer, Director of Navy Staff, and Director of Marine Corps Staff.

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manage, and track taskers to completion. Lookup/assign Standard Subject Identification Codes (SSIC) and other selectable attributes and parameters.

- **Reporting** – Produce pre-defined reports, reports with flexible attributes, and custom reports. Enable multiple report levels, tasker completion metrics, content audits, etc.
- **Document Management** – Create, organize, store, retrieve, and share electronic content/documents. Role-based access, system administration, library services.
- **Records Management** – Provide lifecycle records management capability through creation, maintenance, use, and disposition in accordance with law, policy, and regulation. Provide continuity of content in the event of a disruption of operations.
- **Search** – Access specific items including taskers, documents, and records. Search across the enterprise for (discover) topics and information.

**Enterprise Benefits**

TRACKER offers numerous benefits as highlighted below:

User Community	Solution Benefits
Enterprise Leadership	<ul style="list-style-type: none"> <li>• Eliminate “sneaker net” system interfaces</li> <li>• Enterprise-wide content management and records discovery</li> <li>• Reduce administrative costs and IT footprint</li> <li>• Single application on which to train DON personnel</li> </ul>
Echelon / Command Leadership	<ul style="list-style-type: none"> <li>• Faster, seamless tasker collaboration within and across organizational boundaries</li> <li>• Coordination transparency</li> <li>• Real-time information visibility and reporting</li> </ul>
Records/Legal	<ul style="list-style-type: none"> <li>• Standards-driven record management and auditable history</li> <li>• Ease the “guesswork” of what constitutes a record</li> <li>• Compliance with federal law and DoD and DON policies</li> </ul>
Action Officers / Service Administrators	<ul style="list-style-type: none"> <li>• Easy to create, assign, track, archive, and re-open tasker packages</li> <li>• Eliminate time-consuming “hand offs”</li> <li>• Search/access information without knowing source repositories</li> </ul>

**Design and Development**

DON TRACKER is a collaborative effort involving the DON Assistant for Administration, DON Chief Information Officer (DON CIO), Director Marine Corps Staff (DMCS), Director of Navy Staff (DNS), and the Sea Warrior Program (PMW 240) within the Program Executive Office for Enterprise Information Systems (PEO EIS). The DON TRACKER software employs the Alfresco Enterprise Edition platform. The design prototype began in May 2013 and development began in March 2014. Users provide feedback via incremental software demonstrations called sprints. DON TRACKER Initial Operating Capability (IOC) began a phased rollout in April 2016.

**For more information and FAQs:**

Visit <https://dontracker.navy.mil/info/> or contact the PEO EIS PMW 240 Public Affairs Office at [PMW240\\_PAO@navy.mil](mailto:PMW240_PAO@navy.mil) or (703) 604-0192.