



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:  
3120  
IMO  
FEB 24 2016

LETTER OF INSTRUCTION 6-16

From: Chief of Staff, I Marine Expeditionary Force  
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR DEPARTMENT OF NAVY TASKING, RECORDS  
AND CONSOLIDATED KNOWLEDGE ENTERPRISE REPOSITORY (DON-TRACKER)  
IMPLEMENTATION

Ref: (a) CMC WASHINGTON DC DMCS 231450Z OCT 15 (MARADMIN 530/15)  
(b) DON AMHS MSG 072341z Dec 15

Encl: (1) Plan of Actions and Milestones (POA&M)

1. Situation. In accordance with references, the Marine Corps is fielding the Department of Navy Tasking, Records and Consolidated Knowledge Enterprise Repository (DON-TRACKER) platform, which will replace Marine Corps Action Tracking System (MCATS) as the official tasking system for the Marine Corps. Headquarters Marine Corps (HQMC) sent Mobile Training Team (MTT) to train West Coast Marine Corps units to include 1st Marine Expeditionary Force (I MEF) in January 2016. On or about 14 March 2016 HQMC will require I MEF to implement the use of DON-TRACKER to replace current MCATS functionality.

2. Mission. In accordance with reference (a), from 14 - 31 March 2016 I MEF in coordination with HQMC will implement DON-TRACKER across the I MEF Command Element (CE) and Major Subordinate Commands (MCSs).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Omitted.

(2) Concept of Operations. Implementation will be conducted in four phases.

(a) Phase I: Preparation (19 February 2016 - 8 March 2016). During this phase I MEF commands will conduct follow on training, as necessary. Further, I MEF commands will validate DON-TRACKER site hierarchy and assign Organizational Managers and Task Managers in preparation for DON-TRACKER roll out on 14 March 2016.

(b) Phase II: Implementation of MCATS Functionality (9 March 2016 - 12 June 2016). During this phase, the I MEF CE Information Management Office (IMO)/Knowledge Management Office (KMO) will work with HQMC, section representatives, and MSC IMOs to ensure access and usability of the task management functions within DON-TRACKER. On 14 March 2016, official tasks will come to tasked organizations via DON-TRACKER. MCATS will remain accessible for 90 days so that existing tasks may be closed out. Therefore,

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both MCATS and DON-TRACKER will remain on-line during this period. Once MCATS shuts down, HQMC will begin process of transferring MCATS archive data into DON-TRACKER.

(3) Phase III: Follow on Training (18 March 2016 - 1 April 2016). During this phase, the MEF CE IMO/KMO Team will conduct follow-on training to MEF CE Staff Sections, as required. MSCs will coordinate follow on internal training, as necessary, in order to support sustainment.

(4) Phase IV: Implementation of Increased functionality (TBD). During this phase, the I MEF CE IMO/KMO will work with CE Staff and MSCS to implement additional functionality within DON-TRACKER to potentially include internal document routing, task tracking and records management.

c. Coordinating Instructions

(1) MEF CE Staff/Special Staff Sections and I MEF Headquarters Group

(a) Identify at least one primary representative and at least one alternate who will be appointed and serve as the Task Managers for respective section.

(b) No later than (NLT) 4 March 2016, enter names of appointees into roster at: <https://eis.usmc.mil/sites/imef/IMO/TrainingTutorials/Lists/DONTrackerLeads/AllItems.aspx>.

(c) If required, coordinate follow on training with I MEF CE IMO/KMO in order to ensure all personnel are adequately trained in DON-TRACKER.

(2) I MEF CE Information Management/Knowledge Management Office

(a) NLT 8 March 2016, coordinate with HQMC to ensure I MEF hierarchy down to the MSC level is properly loaded into DON-TRACKER.

(b) NLT 8 March 2016, coordinate with I MEF Staff CE Staff Sections and MSC IMO Sections to ensure assigned Task Managers are logged into DON-TRACKER and given proper permissions.

(c) Coordinate with I MEF Staff CE Staff Sections and MSC IMO Sections to ensure all Task Managers receive adequate training to conduct duties within DON-TRACKER.

(3) MSCs

(a) Identify at least one primary representative and at least one alternate who will be appointed and serve as the Task Managers for respective command.

(b) Lead section (e.g. IMO, G3 COPS) participates in conference call with I MEF CE IMO on 2 March 2016 at 1400; call in instructions to follow.

(c) NLT 4 March 2016, enter names of appointees on roster at:

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<https://eis.usmc.mil/sites/imef/IMO/TrainingTutorials/Lists/DONTrackerLeads/AllItems.aspx>.

(d) NLT 8 March 2016, coordinate with respective commands to ensure assigned Task Managers are logged into DON-TRACKER and given proper permissions.

(e) Coordinate follow on training with respective IMO Sections in order to ensure all personnel are adequately trained in DON-TRACKER.

4. Administration and Logistics

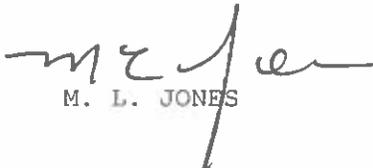
a. Administration. Omitted.

b. Logistics. Omitted.

5. Command and Signal

a. Command. The point of contact for this matter is Captain Scott Humr at 760-763-7050 or [scott.humr@usmc.mil](mailto:scott.humr@usmc.mil) or Nathan Frye at 760-763-7050 or [Nathan.frye1.ctr@usmc.mil](mailto:Nathan.frye1.ctr@usmc.mil).

b. Signal. This LOI is effective the date signed.

  
M. L. JONES

DISTRIBUTION: I/II

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Plan of Actions and Milestones (POA&M)		
DATE	EVENT	LEAD
29-Feb	I MEF DON-TRACKER Site Completed	HQMC
1-Mar	I MEF Granted Access to I MEF DON-TRACKER Site	HQMC
2-Mar	Implementation Conference Call (1400)	I MEF IMO/I MEF G33 COPS
2-4 Mar	I MEF CE and MSC IMOs work with respective commands to validate I MEF DON-TRACKER site hierchay	I MEF IMOs
4-Mar	MSCs submit Organizational Manager and Task Manager names submitted to respective Command IMOs	I MEF MSC IMOs
4-Mar	I MEF CE Staff, Special Staff and MHG Task Manager names submitted to I MEF CE IMO	I MEF Staff/Special Staff
5-Mar	MSC IMOs submit Organizational and Task Managers to I MEF CE IMO	I MEF MSC IMOs
6-7 Mar	I MEF CE and MSC IMOs prepare I MEF DON-TRACKER site for implementation; assignment of Organizational and Task Managers	I MEF IMOs
8-Mar	I MEF CE IMO DON-TRACKER Refresher Class (Time/Venue:TBD)	I MEF CE IMO/KMO
11-Mar	Organizational and Task Managers assigned and have accessed DON-TRACKER	I MEF IMOs
14-Mar	DON-TRACKER on-line	HQMC
14 Mar-12 Jun	DON Tracker implementation; all new external tasking via DON-TRACKER	HQMC
12-Jun	MCATS shuts down; all archives moved into DON-TRACKER	HQMC



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 Box 555300  
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1. DATE 15 Feb 2016

2. OPERATION CODE

X ORIGINATOR OF ROUTE SHEET  
 A APPROPRIATE ACTION  
 B SIGNATURE  
 C CONCURRENCE  
 D INFORMATION  
 E RETENTION  
 F RETURN TO:  
 G COMMENT(S)

3. SUBJECT:  
 Department of the Navy Tracker (DON-TRACKER)  
 Implementation Letter of Instruction (LOI)

9. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE
ROUTINE	NHF	19 Feb 2016

10. ACTION OFFICER (NAME, GRADE, SECTION, EXT)  
 Nathan H Frye, KMO 763.7050

4. RTNG	5. OPR CODE	6. ADDRESSEES	7. DATE		8. INITIALS	
			IN	OUT	CONCUR	NON CONCUR
		CG				
		DCG				
3	A, B	COS	2/23	2/24	my	
		SERGEANT MAJOR				
		CMD MASTER CHIEF				
2	A, C	SSEC	2/22	2/23	KMH	
		MHG				
1	A	AC/S, G-1			my	
		AC/S, G-2				
		AC/S, G-35				
		AC/S, G-4				
		AC/S, G-6				
		AC/S, G-7				
		AC/S, G-8				
		COPS				
		FOPS				
		ADJUTANT	2/18	2/18	CER	
		RLO				
		IMA				
		SJA				
		PAO				
		INSPECTOR				
		SURGEON				
		CHAPLAIN				
		CAREER RETEN SPEC				
		SECURITY MANAGER				
	X	IMO	2/15	2/15	MA	

11. REMARKS AND SIGNATURE:

**PURPOSE:** To obtain signature on DON-TRACKER Implementation LOI.

**DISCUSSION:** DON-TRACKER is slated to replace MCATS functionality on 14 March 2016. The subject LOI outlines the details, schedule and expectations of I MEF staff for the roll of out of this initial DON-TRACKER capability.

**RECOMMENDATION:** Sign subject LOI and IMO/KMO will disseminate to I MEF Command Element (CE) and Major Subordinate Commands (MSCs).

2/17 - Ready for review and signature.  
 May M

2/24 SSEC: provide me w/ scanned copy so I can personally transmit to MSC/MSE COS/XOS.  
 COS/my

**received**  
 [Signature] 2/17