

## NMCI Lessons-Learned and Success Stories

### “Implementing TRIM Context for Document and Records Management”

TRIM Context is the Gold Disk application for managing electronic documents at the desktop consistent with DoD standards and DoN policies. Since the NMCI certification of TRIM Context 5.2 in February 2004, EDS has begun installing servers and pushing out the software to the desktop. Having the icon on the desktop, however, is just the beginning.

The application offers the capability of capturing information at the point of creation or receipt and managing it until the information is no longer useful to the organization, at which time it is archived or destroyed. Business rules and business processes can be built into the application. Access controls can be applied to users or to information, to individuals or to groups.

The end goal is to have the sailor or marine able to do his/her desk job more efficiently and to have ready access to information for decision-making.

In order to make effective use of the tool, the implementation must be based on an understanding of the mission of the organization and its use of information. The DoN Director of Records is working on some standards that could be applied universally. However, not all implementations will be the same.

Some lessons have already been learned. Naval Network & Space Operations Command (NNSOC) is the first official NMCI installation of TRIM Context. Their functional requirements included sharing documents across the command, collaboration and workflow. Their previous environment included some custom tools that required programming support to maintain. When one system failed, they had to replace it quickly and discovered that they could cover all functionality in the application being provided on the Gold Disk.

The NNSOC implementation is now in successful production and eager to share lessons learned. The remainder of this session would be devoted to the details of that implementation, given by the project officer, Lt. Jamie Gateau.

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