Navy Marine Corps Intranet

A superior intranet and the service to back it up

Ready Guide
Ready, Set, Go! Series

Update

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Revision History

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-1- Date	-2- Author	-3- Revision Number	-4- Change(s) Made	-5- Affected Page(s)

[1]**Date:** date of the revision, listed on the cover page (format: MM/DD/YY)
[2]**Author:** person(s) responsible for revising the document (first and last name)
[3]**Revision Number:** version number, as listed on the cover page
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For more information about Navy/Marine Corps Intranet (NMCI) documentation, contact the manager of the Document Management Team (Sandra Ward, 703-742-1164, ISFDOCSMailbox@eds.com).

Document Storage

The NMCI Information Strike Force (ISF) Operations Library assigns identification (ID) numbers for NMCI documents and stores the master editions. To contact the library, telephone or e-mail the ISF Operations Librarian (James R. Taylor, 703-742-1940, ISFOPSLibrary@eds.com).

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1. INTRODUCTION

The Navy Marine Corps Intranet (NMCI) Workstation Migration Countdown *Ready Guide* is the first document in the Migration Countdown series. You will receive the other documents, *Set* and *Go Guides* at a later date.

This document explains at a high level the different components of NMCI and what to expect in the near future.

2. WHAT IS NMCI?

NMCI stands for Navy Marine Corps Intranet, which is an enterprise-wide managed service that will provide the US Navy and Marine Corps secure, universal access to the following:

- Voice
- Video
- Data Exchange Services

2.1. KEY PERSONNEL INVOLVED

A military or civilian Department of Defense (DoD) point of contact (POC) has been identified and established at each base. The Information Strike Force (ISF) has also assigned an Infrastructure Specialist (IS) to each site. The IS has the primary responsibility to ensure an effective transition from the legacy environment to the NMCI environment. The IS will work with the Government POC, Site Manager (SM), and ISF Transition Team to oversee the migration of the workstation and servers.

The transition personnel listed below are responsible for conducting the migration from the legacy environment to the NMCI environment. You will see and meet many of these individuals throughout the migration process.

Transition Personnel	Responsibility
Site Manager (SM)	ISF member responsible for managing activities to ensure overall customer satisfaction. Responsibilities include managing all base operations including local Help Desk, customer relationships, and base access. The SM also works closely with the IS to manage the schedule and ensure a smooth transition to the NMCI environment.
Customer Technical Representative (CTR) / Activity Customer Technical Representative (ACTR)	A Government-assigned individual who is involved in the NMCI migration process. This individual interfaces with the SM and/or the IS.
Hardware Delivery Team	Responsible for the delivery of NMCI workstations, removal of trash, and removal of legacy workstations from your work area.
Desktop Installer / Technician	ISF member tasked with installing and configuring new NMCI workstations on migration day.

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Transition Personnel	Responsibility
Desktop Team Quality Assurance (QA)	ISF member tasked with implementing ISF quality assurance procedures.
Infrastructure Specialist (IS)	ISF member responsible for coordinating transition events to ensure migration occurs as scheduled.
Help Desk	Current team supporting the legacy environment.
NMCI ISF Help Desk	The enterprise-wide Help Desk, which will be the primary POC for all NMCI issues after transition to the NMCI workstations and network.

2.2. PREPARING FOR WORKSTATION MIGRATION

The main objective of the readiness activities is to ensure that you receive your NMCI workstation, peripherals, standard software, and legacy applications during a smooth transition to NMCI. This section is intended to explain to you, at a high level, what to expect during migration to NMCI.

2.2.1. INFORMING ISF STAFF OF MOVE

If you have moved to a different department, building, or even to a different area in the same building, inform your IT POC, department head, or your CTR of your move to ensure that the workstation can be installed at the correct location.

2.2.2. SOFTWARE LICENSING/UPGRADES

Before migrating to NMCI, licenses must be verified for all commercial off-the-shelf software (COTS), such as AutoCAD®, Adobe®Illustrator®, Microsoft®Visio®, etc., on each workstation. The Government POC and ISF review an ISF-supplied report that includes information on all software installed on the workstations at a site. The POC, in conjunction with other Government personnel, makes decisions as to the number of licenses that will be purchased for a site and which users are approved to have the software loaded onto their new NMCI machines.

In addition to COTS, a standard software suite, called the Gold Disk, is pre-installed on the NMCI workstation. See the table below for some of the standard applications. The standard suite of software enables you to share documents with coworkers either through a public shared folder or e-mail without worrying about version conflicts.

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Software	Description	Includes	Description
Microsoft® Windows®2000	Operating System (OS) for workstations. Includes other standard software applications.	Calculator	Calculator
		Notepad	Basic text editor to create or view .txt files
		Imaging for Windows®	Image program to view, modify, and save photographs
Microsoft® Office®2000 (Professional Edition)	Suite of applications to provide support for professional users	Word	Word-processing program
		Excel	Spreadsheet application
		PowerPoint	Slide presentation creation tool
		Access	Database program that enables creation of custom databases
Microsoft® Outlook®	Software program that enables you to send and receive e-mail, maintain personal and public address lists, a calendar, and public or private folders to manage and organize e-mail.		
Microsoft® Internet Explorer®	Software program used to browse the Internet and view Web pages; this is the primary browser		
Netscape Communicator®	Software program used to browse the Internet and view Web pages that are not compatible with Microsoft®Internet Explorer®		

To view the comprehensive Gold Disk contents list, please go to:
http://www.nmci-eds.com/downloads/Gold_disk_contents.pdf

2.2.3. WHAT WILL HAPPEN TO MY E-MAIL?

On cutover day, the ISF technicians will export any mail that you have in your mailbox to a file so that your old e-mails will be migrated to your new NMCI workstation. Any e-mails that are sent to your legacy e-mail address after migration will be auto-forwarded to your NMCI e-mail address, so you never have to worry about missing any e-mail during the transition process. At the same time, the person who sent you the e-mail to your legacy e-mail address will receive an auto reply from your old e-mail system.

The auto reply will provide the sender with your new NMCI e-mail address. The reply rule also acts as a reminder for recipients to update their address book with your new e-mail address. The auto forwarding and reply rule features will be active for at least 30 days after the last person on your current Exchange Server migrates to NMCI. It's always a good idea to be proactive and send friends and peers a message stating that you have a new e-mail address.

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2.2.4. REMOVAL OF LEGACY WORKSTATION AND INSTALLATION OF NMCI WORKSTATION

ISF intends to conduct cutover as expeditiously as possible and with minimal disruption. Please perform the following tasks to facilitate this effort and to ensure workstations and areas are prepared for cutover:

- ✓ Complete all end-user preparations by migration to avoid delays.
- ✓ Remove all personal belongings on, or attached to PC/monitor (e.g., pictures, notes, etc.).
- ✓ Properly secure all classified media and/or documentation.
- ✓ Clear access to an electrical outlet to provide power to the NMCI workstation during the transfer of files from current workstation.

If you have already received new equipment provided by the NMCI program, you probably will have minimal installation, if any. Generally, the following activities will occur on cutover day:

1. A day or two before migration, the hardware delivery technician will deliver workstations to the hallways and/or corridors immediately outside the destination office/cubicle. Please ensure there is sufficient space for the workstations.
2. A desktop installer will carry the NMCI workstation to the destination work area.
3. The desktop installer will ask the user to log onto the existing workstation if not already logged on.
4. The desktop installer will copy the MIGDATA\user ID folder from the existing workstation to the NMCI workstation. This folder will include Favorites or Bookmarks, e-mail, mapped network drive information and associated files, contacts, personal address book, calendar and public/private folders, etc.
5. The NMCI workstation will be configured to connect to all applicable servers, including servers running software programs you currently access.
6. The existing workstation will be removed from the work area and the NMCI workstation will take its place.
7. The desktop installer will configure the system so that the workstation can connect to all applicable servers and use the peripherals attached to the workstation.

2.3. POST INSTALLATION

This section describes what will happen after you receive your new NMCI workstation and where you can go for additional information to help you with your transformation to NMCI.

2.3.1. ORIENTATION

After you receive your workstation, the technician will get you started by helping you with the following tasks:

- Give you your new username and password
- Verify that all necessary software has been installed
- Verify all connectivity

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- Perform a basic walkthrough of the NMCI workstation
- Assist you in submitting the User Asset Information Form (UAIF)

2.3.2. SOFTWARE/HARDWARE TRAINING

You are able to take free training courses with NMCI e-Learning that teach you how to use the software installed on the NMCI workstation. The training, which is available on the NMCI Homeport, is discussed more in the *Go Guide* and is presented through a Web-based application called the Learning Management System.

2.3.3. TECHNICAL HELP

The Network Operations Center (NOC) and NMCI ISF Help Desk work together to maintain the NMCI environment and support the users. NOC personnel monitor the NMCI environment and proactively identify problems that may occur on the network or on equipment connected to the network.

If you have a problem with your NMCI workstation, either classified or unclassified, the NMCI ISF Help Desk will serve as the single POC for support. Once you have migrated to NMCI, you can contact the Help Desk by phone, fax, e-mail or Web for the following:

- Hardware Support
- Software Support
- Business Support
- Voice Support
- Video Teleconference Support

3. SET, GO!

Now that you have received an overview of NMCI, consider yourself Ready! Stay tuned for the *Set Guide* and the *Go Guide*, which will give you detailed instructions on how to prepare for your transition to NMCI and steps to take to ensure that your cutover is a smooth one.

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