

\*\*\*\*\* UNCLASSIFIED / \*\*\*\*\*

SUBJECT: NOTIFICATION OF MAIL.MIL EMAIL MIGRATION IMPACT AND TEMPORARY SOLUTION FOR THE TRAVEL RISK PLANNING SYSTEM (TRIPS)

A. REFERENCE FOR USE OF TRIPS, AR 385-10, THE ARMY SAFETY PROGRAM, 23 AUGUST 2007/RAR 4 OCTOBER 2011, PARAGRAPH 6-3.

1. THE PURPOSE OF THIS MESSAGE IS TO NOTIFY ARMY USERS OF TEMPORARY SOLUTIONS TO RECENT MAIL.MIL EMAIL MIGRATION IMPACTS TO THE TRAVEL RISK PLANNING SYSTEM (TRIPS).

2. EMAIL MIGRATION IMPACTS TO THE TRAVEL RISK PLANNING SYSTEM (TRIPS).

2.A. TRIPS(ARMY) CURRENTLY DOES NOT SUPPORT THE MAIL.MIL EMAIL EXTENSION.

2.B. ARMY USERS CANNOT LOG INTO TRIPS USING MAIL.MIL EMAIL ADDRESSES.

2.C. ARMY TRIPS SUPERVISORS CANNOT APPROVE SUBORDINATE ASSESSMENTS WHEN THE SUBORDINATE DESIGNATES THEIR MAIL.MIL EMAIL ADDRESS.

3. TEMPORARY SOLUTIONS TO MAIL.MIL EMAIL MIGRATION IMPACTS ON THE TRAVEL RISK PLANNING SYSTEM (TRIPS).

3.A. COMMUNICATE TO ALL SOLDIERS AND DA CIVILIANS TO USE AKO US.ARMY.MIL USERNAME AND PASSWORD TO LOG INTO TRIPS. CAC LOGIN MAY OR MAY NOT WORK.

3.B. COMMUNICATE TO ALL SOLDIERS AND DA CIVILIANS TO DESIGNATE ONLY THEIR SUBORDINATE'S AND SUPERVISOR'S AKO US.ARMY.MIL EMAIL ADDRESSES FOR TRIPS.

3.C. WHEN A MAIL.MIL EMAIL ADDRESS IS USED FOR A TRIPS SUPERVISOR, THE SUPERVISOR CAN COMPLETE THE FOLLOWING STEPS TO FIX THE PROBLEM:

3.C.1. LOG INTO THEIR TRIPS ACCOUNTS WITH THEIR AKO USERNAME/PASSWORD (USER NAME PRECEDING @US.ARMY.MIL).

3.C.2. SELECT THE "SUPERVISOR" TAB.

3.C.3. SELECT THE "MANAGE SUBORDINATES" SUB-TAB.

3.C.4. ENTER THE SUBORDINATE'S US.ARMY.MIL EMAIL ADDRESS UNDER "ADD NEW SUBORDINATE".

3.C.5. SELECT "ADD SUBORDINATE".

3.C.6. CONFIRM SUBORDINATE BY SELECTING "YES, ADD SUBORDINATE".

3.C.7. NOTE: IF A USER'S AKO US.ARMY.MIL TRIPS ACCOUNT HAS NO SUBORDINATES THEY WILL NOT HAVE ACCESS TO THE SUPERVISOR SECTION IN TRIPS AND SHOULD PROCEED TO PROCEDURES UNDER 3.D.

3.D. WHEN A MAIL.MIL EMAIL ADDRESS IS USED FOR A TRIPS SUPERVISOR, THE SUBORDINATE CAN COMPLETE THE FOLLOWING STEPS TO FIX THE PROBLEM:

3.D.1. LOG INTO TRIPS WITH AKO USERNAME/PASSWORD (USER NAME PRECEDING @US.ARMY.MIL).

3.D.2. SELECT THE "MY PROFILE" TAB.

3.D.3. UNDER "MY SUPERVISOR", ENTER THE SUPERVISOR'S AKO US.ARMY.MIL EMAIL ADDRESS.

3.D.4. SELECT THE "SAVE MY PROFILE" BUTTON.

3.D.5. SELECT THE "OK" BUTTON ON THE POP-UP WINDOW.

3.D.6. ENTER "COUNTRY", "STATE" AND "INSTALLATION" ON PROFILE.

3.D.7. RE-SELECT THE "SAVE MY PROFILE" BUTTON.

4. POC FOR THIS ISSUE IS MR. DEREK KOVACSY, USACR/SC AUTOMATED TOOLS AT EMAIL: DEREK.A.KOVACSY.CIV@MAIL.MIL COM: 334-255-9132 DSN 558-9132.

5. THIS HQDA MESSAGE WILL EXPIRE ON 5 DECEMBER 2012.