UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 3146.1A
IMO

JUL 1 2 2021

AIR STATION ORDER 3146.1A

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: SHAREPOINT GOVERNANCE AND MANAGEMENT

Ref: (a) Department of Defense Information Enterprise
            Strategic Plan for 2010-2012
        (b) NAVMC 3500.54e, "Command and Control Training and
            Readiness Manual"
        (c) MCTP 3-30B, "Information Management"
        (d) DoD Directive 5400.11, "DoD Privacy and Civil
            Liberties Programs"
        (e) SECNAVINST 5720.47B. "DON Policy for Content of
            Publicly Accessible World Wide Web Sites"
        (f) SECNAV M-5210.1, "DON Records Management Manual"
        (g) MCO 5210.11F, "Marine Corps Records Management
            Program"

Encl: (1) Definitions/Acronyms
        (2) Taxonomy
        (3) Appointment Letter Format
        (4) Permission Groups
        (5) Department/Unit Landing Page Format

1. <u>Situation</u>. This Order provides key governing principles and
responsibilities for the Marine Corps Air Station (MCAS) New
River unclassified collaborative workspace environment. Key
terminology associated with this Order is located in enclosure
(1).

2. <u>Cancellation</u>. ASO 3146.1.

3. <u>Mission</u>. MCAS New River establishes and maintains a Non-
Secure Internet Protocol Router Network Collaborative Workspace
(NIPRCW) on servers provided by the Marine Corps Installations
East Data Center in order to carry out staff action.

4. <u>Execution</u>

    a. <u>Commander's Intent and Concept of Operations</u>

(1) <u>Commander's Intent</u>. Organize NIPRCW in a consistent fashion with easy to use navigation that makes finding information simple and fast. Post and maintain current, accurate, and relevant material only. Properly secure and maintain documents using well trained, and duly appointed personnel. End State. MCAS New River has quality information to support decision making at all levels.

(2) <u>Concept of Operations</u>. Per reference (a), leaders will leverage the Internet-based capabilities provided by NIPRCW. The following roles will be used to support this effort:

(a) <u>Site Collection Manager</u>. The Information Management Officer (IMO) will fill the role of Site Collection Manager, supervising the MCAS New River site collection. The IMO will have an appointment letter signed by the Commanding Officer. The Site Collection Manager will:

<u>1</u>. Ensure all Site Owners and Managers within MCAS New River are properly certified per paragraph 4.c.(2) of this Order.

<u>2</u>. Maintain a file that includes required certification and appointment letters for all MCAS New River Site Managers.

<u>3</u>. Ensure all access is controlled by groups. Create groups and assign them access as needed. Add and remove Site Managers in Owner Groups as needed.

<u>4</u>. Maintain site structure in accordance with paragraph 4.c.(3) of this Order to prevent site sprawl. Review enclosure (2) for additional details.

<u>5</u>. Conduct a Site Manager Working Group as required.

(b) <u>Site Owners</u>. Department Heads will serve as the Site Owners of site collections and sites within their department. Site Owners will:

<u>1</u>. Establish and maintain department sites on MCAS New River NIPRCW.

<u>2</u>. Approve content on sites within their department.

<u>3</u>. Ensure sites within their department follow the guidelines provided in this Order.

<u>4</u>. Appoint in writing a Site Manager for each site within their department.

<u>5</u>. Ensure Site Managers complete all required certification in accordance with (IAW) paragraph 4.c.(2) of this Order.

<u>6</u>. Coordinate with the IMO on all proposed NIPRCW custom functionality, changes to navigation, or changes to appearance required to support unique staff business processes and requirements.

(c) <u>Site Managers</u>. Local agents who provide both end user access and departmental assistance in leveraging SharePoint features in support of command or staff information exchange objectives. Site Managers will:

<u>1</u>. Complete certification requirements and annual refresher training per paragraph 4.c.(2) of this Order.

<u>2</u>. Ensure sites are properly formatted per paragraph 4.c.(4) of this Order.

<u>3</u>. Add and remove users in permission groups as needed per paragraph 4.c.(1) of this Order.

<u>4</u>. Ensure all content posted complies with paragraph 4.c.(5) of this Order.

<u>5</u>. Attend the Site Manager Working Group (SMWG) convened by the IMO.

<u>6</u>. Maintain a desktop procedure. This must contain a copy of the Site Manager's training certificate, a

copy of the Site Manager's appointment letter, and a copy of this Order with enclosures.

    (d) <u>Content Managers</u>. Anyone posting, revising, or removing documents is considered a Content Manager of that site. All Content Managers will:

        <u>1</u>. Ensure all content posted complies with paragraph 4.c.(5) of this Order.

        <u>2</u>. Report significant issues to the Site Manager.

    (e) <u>Site Users</u>. Site Users are those with read access to a site. If access to a site is required, contact the site's Site Manager.

  b. <u>Tasks</u>

    (1) <u>Marine Corps Air Station New River Information Management Officer</u>

        (a) <u>Coordinate with Service Providers</u>. Coordinate with the service provider to ensure the service meets the needs of MCAS New River. The SharePoint service provider installs, configures, and maintains the MCAS New River NIPRCW.

        (b) <u>Governance</u>. Develop, distribute, and enforce MCAS New River NIPRCW governance standards and content policies.

        (c) <u>Service Desk</u>. Provide Service Desk support to all MCAS New River users, as required.

        (d) <u>Certification</u>. Coordinate with Department Heads and Marine Air Ground Task Force (MAGTF) Integrated Systems Training Center (MISTC)-East to certify MCAS New River Site Managers.

        (e) <u>Auditing</u>. Perform a quarterly review with Site Owners and initiate corrective action where required in accordance with (IAW) this Order.

        (f) <u>Continuous Process Improvement</u>. Establish methods to improve the effectiveness of collaborative services and associated business processes.

(2) Department Heads and Headquarters and Headquarters Squadron

(a) Appoint in writing a Site Manager for each site in the Department/Squadron. Maintain a copy of the appointment letter. Enclosure (3) provides an example of an appointment letter.

(b) Establish and maintain department sites on the MCAS New River NIPRCW. The site taxonomy will follow rules outlined in paragraph 4.c.(3) of this Order.

(c) Ensure Site Managers complete all required certification IAW with paragraph 4.c.(2) of this Order.

(d) Coordinate with the IMO on all proposed NIPRCW custom functionality, changes to navigation, or changes to appearance to support unique staff requirements.

c. Coordinating Instructions

(1) Access Control. All access to the NIPRCW is controlled using SharePoint Groups. When personnel transfer, they must be removed from SharePoint Groups by the local Site Manager. A Group Organizational Chart is provided in enclosure (4). These permission groups will be used to the greatest extent possible, unless dealing with restricted information.

(a) Site Collection Manager. The Site Collection Manager is placed in the MCAS New River Owners Group. The Site Collection Manager has administrative permissions throughout MCAS New River's SharePoint Site.

(b) Owners Group. Site Managers are placed in the Department's Owners Group. They will have the ability to create groups, assign permissions to groups, add members to groups, and add new sites, pages, and web parts.

(c) Members Group. Content Managers will be placed in the Department's Members Group. They will be able to post documents and modify calendars and other lists they are given access to.

(d) Visitor's Group. Site Users are anyone having read access to a site. The Visitor's Group encompasses Site

Users. This group will have read access to all areas of the site not specifically restricted. Users will contact the Site Manager to request access to restricted content.

(2) <u>Certification.</u> Per reference (b), all Site Managers must complete formal training prior to receiving Site Manager privileges. Training is provided by MISTC-East. Sustainment training is required to retain the Site Manager Role. This training shall be coordinated by the IMO.

(3) <u>Web Portal Structure or Taxonomy.</u> The approved MCAS New River NIPRCW site taxonomy is provided in enclosure (2). Site Managers will coordinate changes or additions to the sites in this taxonomy with the MCAS New River IMO IAW paragraph 4.c.(3) of this Order.

(4) <u>Site Format.</u> To facilitate site collaboration, the MCAS New River site design, layout, navigation, and color scheme will be uniform across all sites. This improves efficiency and the overall effectiveness of the portal in providing quality information to support decision making processes. Enclosure (5) is the Department/Squadron Landing Page Template. Landing pages will have the following:

(a) Mission shall appear at the top of the page.

(b) Key personnel contact list shall appear just below the mission and must include name, billet, and phone number. Alternatively, the list can be placed in the top right hand corner, whichever looks better, on the Department Landing Site.

(c) Calendars are optional, but if used, they should appear just below the mission and key personnel contact list.

(d) Applicable orders and directives shall appear at the right.

(e) Important links shall appear just below the applicable orders and directives.

(5) <u>Content.</u> Per reference (c), information should be tailored for the commander and unnecessary, redundant, or irrelevant information should be filtered out according to the defined information requirements to prevent information

overload. Provide information in the format specified by the commander.

(a) <u>Quality Information.</u> Per reference (c), "Inaccurate or irrelevant information is worse than no information at all." Sites must contain quality information to properly support the commander's decision-making process. Sites must be reviewed routinely to ensure posted content is current, accurate, and relevant.

(b) <u>Proper Access Control.</u> Any list, library, or document containing sensitive information must have appropriate access restriction placed on it per reference (d).

(c) <u>Classification.</u> Per reference (e), information posted or maintained on the MCAS New River NIPRCW is assumed to be, and will be treated as, Controlled Unclassified Information (CUI) until reviewed and approved for public release.

(d) <u>Sensitive Information.</u> Sensitive information includes personally identifiable information (PII) and information that falls under the Health Insurance Portability and Accountability Act. PII includes social security number, age, marital status, race, salary, home phone numbers, and other demographic, biometric, personnel, medical, and financial information. Per reference (d), appropriate administrative safeguards shall be established to protect PII. Avoid placing PII on SharePoint unless there is an official requirement for storing the information on SharePoint. It is the Site Owner's (Department Head's) responsibility to ensure appropriate permission levels are administered within their site content (i.e., sites, libraries, lists, and documents).

(e) <u>Prohibited Items.</u> Scrolling text, twirling images, large icons, and pictures are distracting, will cause pages to load slower, offer little or no information, are inappropriate to the intended purpose of the portal, and will not be used. A small unit icon, not to exceed 60 by 60 pixels, can be used in place of the default site icon. Per reference (e), commercial logos and links to commercial sites can be interpreted as an official endorsement and are therefore not authorized. This includes but is not limited to links to non-government weather information, news channels, charitable institution advertisements, and logos from government-contracted companies.

(f) Naming Conventions. Content posted will follow proper naming conventions. This includes not using spaces or special characters in titles of documents or other site content. Use an underscore (_) to separate words in titles.

(g) Metadata. Users are discouraged from using file folders to store documents. Instead, users should use descriptive file names and tag documents with the appropriate metadata to aid in search functions, including document description, keywords, review dates, etc. (NOTE: Uppercase filenames should be avoided.)

(h) Version Control. Users are highly encouraged to use the version control function that is built into all folders, lists, and libraries to track and manage content updates instead of posting multiple versions of the same file.

(i) Auto expiration. To ensure data storage is optimized, inactive sites will be slated for automatic deletion after 90 days. Site Owners will be notified in advance if their site is slated for deletion and provided with a mechanism to remove it from the automatic deletion list.

5. Administration and Logistics

a. Technical questions related to this Order may be forwarded to the MCAS New River IMO.

b. The MCAS New River IMO has primary responsibility for correspondence related to this Order. Recommendations for changes to this Order should be submitted to the MCAS New River IMO.

6. Command and Signal

a. Command. This Order is applicable to all military, civilian, and contractor personnel assigned or attached to MCAS New River.

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

C. V. BRITZ

DISTRIBUTION: A

Definitions/Acronyms

Application: Any program designed to perform a specific function for the user.

Collaboration: A process in which two or more people or organizations work together in an intersection of common goals by sharing knowledge, learning, and building consensus.

Collaborative Workspace: A web-based place where organizations can conduct collaboration.

Content: Any list, document, or text contained in a site or arranged on a site page.

Content Manager: A Content Manager is anyone who has access to post, revise, or remove content on sites.

Information Management Officer (IMO): Reports to the Executive Officer and is responsible for coordinating the procedures necessary to share quality information generated by the staff, promoting the development and exchange of knowledge, resulting in informed decisions by the Commander.

Information: Any communication or representation of knowledge.

Information Management: The function of managing an organization's information resources for the handling of data and information acquired by one or many different systems, individual and organizations in a way that optimizes access by all who have a share in that data or a right to that information.

Knowledge Management: The integration of people and processes, enabled by technology, to facilitate the exchange of operationally relevant information and expertise to increase organization performance.

Landing Page: The default page for a unit, command, department, or section.

MISTC: Marine Air Ground Task Force (MAGTF) Integrated Systems Training Center.

NIPRCW: The Non-Secure Internet Protocol Router Network Collaborative Workspace provides an unclassified environment for site owners to conduct collaboration.

Organizational Site: A site maintained by a single unit or department, designed to represent a single business area within an organization.

Page: A grouping of lists, calendars, document libraries, and text. There can be multiple pages contained within a site.

Personally Identifiable Information (PII): Information protected by the Privacy Act of 1974; also referred to as Personal Information.

Site: A grouping of lists, calendars, document libraries, workflows, and pages. Sites are either top-level sites or subsites of the top-level site.

Site Collection: A group of sites included within a single top-level site allowing over-arching control of all sites it contains.

Site Collection Manager: Anyone granted access to manage a site collection.

Site Manager: Anyone granted site manager access. Site Managers are trained and are considered the unit/department/ section Subject Matter Expert for the NIPRCW.

Site Owner: Commanders and Department Heads serve as the site owners of site collections and sites. All information contained on a site in their department or unit belongs to them.

Site User: Anyone who accesses the information contained on a site.

Taxonomy: A way of classifying things or concepts by similarities in structure, use, concepts, relationships, or intent; a complete diagram of the organizational relationship (arrangement) of sites within the MCAS NR portal to include names. All approved sites appear within this diagram.

<u>Workflow</u>: A way for a user to connect an automated business process to a document in the MCAS NR portal.

Enclosure (1)

Mandatory Landing Sites

- Adjutant
- Executive Assistant
- S-1 Manpower
- S-3 Operations
- S-4 Logistics/Facilities
- S-6 IT/Communications
- Comptroller
- Business Performance Office
- Defense Travel System
- Installation & Environment
- Resource, Evaluation, and Analysis
- Safety
- Staff Judge Advocate
- Security
- Headquarters and Headquarters Squadron
- Commanding Officer Dashboard
- Records Center

Taxonomy

	Notes
Site Collection:	MCAS NR is a Site Collection under MCIEAST, managed by the IMO.
Department/Section Sites:	Each Department and Special Staff will have a landing site, managed by their appointed Site Manager. The permissions on the landing site must contain the New River Visitors Group and the New River Owners Group. Landing sites must use the template in enclosure (4).
Subsites and Pages:	Site Managers can create subsites from their department's landing site if needed. Most departments will not need subsites because pages will suffice. Subsites are not recommended if the department can create a page.
Private Subsite:	Most Departments/Sections have a Private Subsite with restricted permissions, unless those permissions were changed by the site manager. Site Managers are to use the specified permission Groups from enclosure (5) of the SharePoint Governance Order to the greatest extent possible.

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

5400
[DEPT/UNIT]

From: Department Head or Unit Commander, Marine Corps Air
      Station New River
To: Appointee

Subj: APPOINTMENT AS THE SITE MANAGER FOR DEPARTMENT/UNIT
      WITHIN THE MCAS NEW RIVER SHAREPOINT WEB PORTAL

Ref: (a) DoD Directive 5400.11, DoD Privacy and Civil
          Liberties Programs
      (b) NAVMC 3500.54C 1, Command and Control Training and
          Readiness Manual
      (c) MCTP 3-30B, Information Management
      (d) SECNAVINST 5720.47B, DoN Policy for Content of
          Publicly Accessible World Wide Web Sites
      (e) MCO 5210.11F, Marine Corps Records Management
          Program
      (f) ASO 3146.1A, SharePoint Governance and Management

1. You are hereby appointed to serve in the subject role. You
are to familiarize yourself with the above references.

2. This appointment will remain in effect until you leave this
command or until you are formally relieved by the appointment of
another person to serve in this role.

3. You are to report any problems encountered or
recommendations for improvement to the Site Owner or Site
Collection Manager.

4. You will carry out the assigned duties per the references in
compliance with rules and regulations set forth by Marine Corps
Air Station New River, the United States Marine Corps, and the
Department of Defense.

                              DEPARTMENT HEAD OR UNIT
                              COMMANDER

                                           Enclosure (3)

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

5400
[DEPT/UNIT]

From: Appointee/Department/Unit
To: Department Head or Unit Commander

Subj: STATEMENT OF UNDERSTANDING FROM SHAREPOINT SITE MANAGER
        DEPARTMENT/UNIT

Ref: (a) DoD Directive 5400.11, DoD Privacy and Civil
            Liberties Programs
        (b) NAVMC 3500.54C 1, Command and Control Training and
            Readiness Manual
        (c) MCTP 3-30B, Information Management
        (d) SECNAVINST 5720.47B, DoN Policy for Content of
            Publicly Accessible World Wide Web Sites
        (e) MCO 5210.11F, Marine Corps Records Management
            Program
        (f) ASO 3146.1A, SharePoint Governance and Management

Encl: (1) SharePoint Site Manager Training Certificate(s)

1. In my appointment as the SharePoint Site Manager for Marine
Corps Air Station New River, I understand and agree to perform
my role in accordance with the references.

2. Copies of all required and relevant training certificates
are included as enclosure (1).

3. I have read and understand the references and will comply
with all rules and regulations stated in these references and
have assumed all duties in conjunction with my appointment.

4. A copy of this appointment letter will be provided to the
Site Collection Manager for the site I will be managing.

                        APPOINTEE

Permission Groups

MCAS New River Landing Site: This is a public site on SharePoint. It is set up with three permission groups.

MCAS NR Owners – Full Permissions
MCAS NR Members – Contribute Permissions
MCAS NR Visitors – Read Permissions

Department/Squadron Landing Sites: Each department and special staff will have a Landing Site, managed by their appointed Site Manager. The permissions on the Landing Site must contain the three permissions listed above. If you have a requirement for uploading restricted material to SharePoint, create a private subsite with unique permissions or change the permissions on the restricted document library, list, or document. Use the established department permission groups to the greatest extent possible.

Optional Subsites and Pages: Site Managers have the permission to set the restricted permissions on the subsites and pages created under their departmental site. Permission groups have already been established for each department. Each department has a departmental Owners, Members, and Visitors Group.

Private Subsite: Most departments/sections have a private subsite established. Use this site for restricted material.

It is the Site Owner and Site Manager's Responsibility to maintain the security of their department's site.

Mandatory Landing Sites

- Adjutant
- Executive Assistant
- S-1 Manpower
- S-3 Operations
- S-4 Logistics/Facilities
- S-6 IT/Communications
- Comptroller
- Business Performance Office
- Defense Travel System
- Installation & Environment
- Resource, Evaluation, and Analysis
- Safety
- Staff Judge Advocate
- Security
- Headquarters and Headquarters Squadron
- Commanding Officer Dashboard
- Records Center

Department/Unit Landing Page Format

HHQ and Adjacent Units and Installations Navigation: The color scheme will be consistent for all sites. A white background with dark letters will be used for the text areas below.

....

Global Navigation: Must use the "Display the same navigation items as the parent site" option.

....

Current Navigation (or left links): This section will contain links to important lists or libraries within the Department or Unit's site. Audience settings may be used to target links to certain groups, such as Site Members.

Mission: Short narrative including the mission for the department/staff section/unit.

....

Key personnel: Include a list of key personnel with phone numbers in either this space or in the top right-hand corner of the page. Include name, billet, and phone number.

....

Other information may appear here (e.g. a calendar, shared library, links, etc.)

....

Note: The black dashed lines are not part of the design; they have been added to separate the different areas of the page for reference purposes only.

Key personnel: May be placed here or in the middle section.

....

Doctrine and Directives: Should be limited to the document names only and names should fit properly in the allotted area.

....

Important Links: Standard links or summary web parts may be used.