



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

IN REPLY REFER TO:
WgO 3146.1
SSEC/IM

NOV 28 2011

WING ORDER 3146.1

From: Commanding General
To: Distribution List

Subj: GOVERNANCE FOR THE 2D MARINE AIRCRAFT WING (2D MAW)
SHAREPOINT PORTAL

Ref: (a) II MEF Order 3146.1 SharePoint Governance and
Management

Encl: (1) Definitions
(2) II MEF SharePoint Business Rules
(3) 2d MAW SharePoint Business Rules
(4) Example Appointment Letter, Site Manager

1. Situation. The SharePoint Portal, when managed effectively, provides a stable and secure environment which promotes collaboration and improves communication throughout 2d Marine Aircraft Wing (2d MAW). Additionally, SharePoint facilitates the continuity of organizational knowledge and reduces duplication of work effort. To realize the full potential of SharePoint, it is necessary for every commander within 2d MAW to promote a culture of information sharing. This order outlines the administration, maintenance and support of SharePoint services that will assist commanders and principal staff members in realizing the information sharing potential within 2d MAW.

2. Mission. To define SharePoint Site Owner and Site Manager roles and responsibilities required to effectively govern and shape the 2d MAW unclassified and classified information environments, powered by Microsoft SharePoint.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. 2d MAW will capitalize on existing and emerging information management technologies available to commanders in order to retain organizational knowledge and enhance the decision making process at all levels.

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NOV 28 2011

(2) Concept of Operations

(a) The 2d MAW Secure Internet Protocol Routed Network (SIPRNET) SharePoint Portal (SSP) and the Non-Secure Internet Protocol Routed Network (NIPRNET) SharePoint Portal (NSP) will be the primary locations for collaboration and sharing of work product information by all 2d MAW units and users.

(b) The 2d MAW Staff and each subordinate command will establish and maintain organizational sites on SSP and NSP.

(c) The 2d MAW SSP and NSP taxonomy will reach no lower than the squadron level.

(d) Commanders and Primary/Special Staff Principals will serve as the owners of these sites and will be responsible for their content.

(e) Commanders and Primary/Special Staff Principals will appoint Primary and Alternate Site Managers in writing. A copy of each appointment letter will be provided to the 2d MAW Information Management Officer (IMO).

(f) Site Managers will attend formal Site Manager training prior to assuming duties. Ultimately, training for all Site Managers will be conducted by the MAGTF Information Systems Training Center (MISTC), East. Annual sustainment and refresher training is required to retain the Site Manager role. Subordinate Commands' Information Managers will consolidate subordinate unit training requirements and coordinate through the 2d MAW IMO.

(g) Any 2d MAW unit implementing SSP OR NSP must ensure it integrates with the corresponding 2d MAW Portal. New SharePoint Sites are not to be created without prior coordination with and approval from the 2d MAW Chief of Staff via the 2d MAW IMO.

(h) Information posted or maintained on the 2d MAW NSP is assumed to be, and will be treated as, "For Official Use Only" until reviewed and approved for public release by the Freedom of Information Act (FOIA)/Privacy Act Office located in the Joint Law Center, MCAS Cherry Point in consultation with the document owner.

Subj: GOVERNANCE FOR THE 2D MARINE AIRCRAFT WING (2D MAW)
SHAREPOINT PORTAL

(i) As a classified environment, the 2d MAW SSP is authorized to process data up to SECRET//NOFORN information. As an unclassified environment, 2d MAW NSP may contain UNCLASSIFIED information only.

(j) All proposed SSP OR NSP custom functionality, navigation, appearance, and requests for new sites require prior coordination, technical evaluation, and 2d MAW Information Management Working Group (IMWG) approval.

(k) Changes to 2d MAW SSP OR NSP "templates" require the Commanding General's approval. Requests are to be submitted to the 2d MAW Chief of Staff for approval via the 2d MAW IMO.

(l) The 2d MAW IMO, under cognizance of the 2d MAW Chief of Staff, tasks, develops, distributes, and enforces governance standards, and processes for SSP OR NSP operation and maintenance.

b. Staff and Subordinate Element Tasks

(1) 2d MAW IMO

(a) Install, operate, administer and maintain the 2d MAW SSP OR NSP.

(b) Develop, distribute, and enforce 2d MAW SSP OR NSP governance standards and content policies.

(c) Establish methods and procedures to provide continuous improvement to 2d MAW business processes and improve 2d MAW SSP OR NSP effectiveness.

(d) Coordinate with subordinate command Site Managers and Director, MISTC EAST to provide training to 2d MAW Site Managers. Use class rosters as basis for approving and renewing unit sites.

(e) Supervise collaboration, information assurance, Site Manager registration, and metric analysis.

(f) Provide support to subordinate command information managers and Site Managers in use of the 2d MAW SSP OR NSP.

(g) Establish processes and procedures required to implement 2d MAW SSP OR NSP content and records management policies.

(h) Integrate the 2d MAW SSP OR NSP with other enterprise tools where practical and enhance 2d MAW SSP OR NSP capabilities within existing budgetary constraints.

(i) Provide Integrated Service Desk support for deploying/deployed Air Combat Element Units and Marine Air Group Units as required.

(2) 2d MAW Primary/Special Staff Principals

(a) Appoint Primary and Alternate Site Manager(s) in writing. Provide a copy of each appointment letter to the 2d MAW IMO.

(b) Ensure Site Managers complete formal Site Manager training as provided by the MAGTF Information System Training Center (MISTC), East prior to being issued permissions and assuming duties.

(c) Establish and maintain organizational sites on the 2d MAW SSP and NSP using the prescribed template(s).

(d) Provide support to subordinate command counterparts and their Site Managers in use of 2d MAW SSP OR NSP and in use of your specific sites.

(e) Coordinate with the 2d MAW IMO on all proposed SSP OR NSP custom functionality, navigation, and appearance changes as required to support unique staff business processes and requirements.

(3) Marine Aircraft Group (MAG), Marine Wing Support Group (MWSG) and Marine Air Control Group (MACG) Commanding Officers

(a) Appoint MAG/MWSG/MACG Site Managers and Alternate Site Manager in writing. Provide a copy of each appointment letter to the 2d MAW IMO.

(b) Ensure Site Managers complete formal Site Manager training as provided by the MAGTF Information System

Subj: GOVERNANCE FOR THE 2D MARINE AIRCRAFT WING (2D MAW)
SHAREPOINT PORTAL

Training Center (MISTC), East prior to being issued permissions and assuming duties.

(c) Establish and maintain organizational sites on the 2d MAW SSP and NSP using the prescribed template(s).

(d) Provide support to subordinate command counterparts and their Site Managers in use of the Group SSP OR NSP and in use of your specific sites.

(e) Coordinate all Group SSP OR NSP issues and actions with the 2d MAW IMO.

(f) Coordinate all proposed SSP OR NSP custom functionality, navigation, and appearance changes, as required to support unique Marine Aircraft Group business processes and requirements.

(4) Commanding Officer, Marine Wing Headquarters
Squadron 2 (MWHS-2)

(a) Appoint the MWHS-2 Site Manager and Alternate Site Manager in writing. Provide a copy of each appointment letter to the 2d MAW IMO.

(b) Ensure Site Managers complete formal Site Manager training as provided by the MAGTF Information System Training Center (MISTC), East prior to being issued permissions and assuming duties.

(c) Establish and maintain organizational sites on the 2d MAW SSP and NSP using the prescribed template(s).

(d) Provide support to the subordinate command counterparts and their Site Managers in use of the Group or Squadron SSP OR NSP and in use of your specific sites.

(e) Coordinate Group/Squadron SSP OR NSP issues and actions with the 2d MAW IMO.

(f) Coordinate on all proposed SSP OR NSP custom functionality, navigation, and appearance changes, as required, to support unique Group or Squadron business processes and requirements.

Subj: GOVERNANCE FOR THE 2D MARINE AIRCRAFT WING (2D MAW)
SHAREPOINT PORTAL

c. Coordinating Instructions

(1) Once a Site Manager has been designated in writing and has completed the required training, they will contact the 2d MAW SharePoint Administrator with appropriate credentials and request to be placed in the Site Owners Group for that site.

(2) Personnel requiring the ability to upload files and change existing content will contact their unit Site Manager and request to be placed into the appropriate Site Members Group.

(3) All other personnel will default to the 2d MAW Visitors Group and subsequently will have 'read only' access.

(4) User support and assistance will be provided by Site Managers.

(5) Managing site access is the role of the Site Manager.

(6) Site content contributions will be consistent, remain active, and will support the 2d MAW Commanding General's intent and decision making process.

(7) Users/Content developers ensure SSP OR NSP content is business related and complies with this policy.

(8) All Users/Content developers ensure content they control is restricted to those personnel with a need to know (for classified content) or a need to access for official business (unclassified content).

(9) Key terminology associated with this directive is located in Enclosure (1).

(10) Additional enclosures provide further amplifying information on this policy and SSP OR NSP development.

(11) Contact the IMO office in any case not covered in these instructions through the following web site:

<https://intranet.2dmaw.usmc.mil/SpecialStaff/IMO/default.aspx>

4. Administration and Logistics. All users of the 2d MAW SSP OR NSP are reminded to comply with this and all pertinent

Subj: GOVERNANCE FOR THE 2D MARINE AIRCRAFT WING (2D MAW)
SHAREPOINT PORTAL

directives and instructions published by the Federal Government,
Department of Defense and United States Marine Corps.

5. Command and Signal

- a. This Order is applicable to all members of 2d MAW.
- b. This Order is effective the date signed.


R. W. REGAN
Chief of Staff

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NOV 28 2011

DEFINITIONS

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

Content. Any document or object often stored in a library residing as part of a 2d MAW Portal Site.

Functional Site. A portal site which contains like content for a given topic.

Information. Any communication or representation of knowledge.

Information Management. All activities involved in identification, collection, filtering, fusing, processing, disseminating and using information.

Organizational Site. A site maintained by a single unit or department and is designed to represent a single business area within 2d MAW.

Privacy Information. A person's identifiable information protected by the Privacy Act of 1974, also referred to as Personally Identifiable Information or PII.

Site. Sites are groupings of lists, workflows, pages, master pages and page layouts. Sites are either top-level sites or sub sites of the top-level site.

Taxonomy. A way of classifying things or concepts by similarities in structure, use, concepts, relationships or intent. And plan that spells out how SharePoint will be aligned with the directives of 2d MAW.

Template. The template consists of the images above the global navigation bar (red navigation bar) and everything above it, the current navigation bar (green bar on the left) and the color scheme associated with web pages within 2d Marine Aircraft Wing.

Workflow. A way for a user to connect an automated business process to a document in the 2d MAW Portal.

2010

NOV 28 2011

II MEF ORDER 3146.1

II MEF Information
Management
Office

II MEF SHAREPOINT RULES

Business Rules for II MEF SharePoint

Enclosure (2)

II MEF SHAREPOINT RULES

7 June 2010

The II Marine Expeditionary Force has adopted the following rules for the setup and operation of the SharePoint intranet (SharePoint). This portal will provide a stable and secure environment for II MEF to improve communication among all units. SharePoint will be the center of information in which to organize, distribute, and transfer important data to and from all echelons of the command, using both SIPRNET and NIPRNET.

SharePoint is an information gateway, operated and controlled by the II MEF Command Element. Once established, this gateway will provide II MEF personnel the vast majority of information needed to execute their duties. Below the gateway will be hundreds of individual web sites, created, coordinated and overseen by this set of high-level rules. These rules address the basic look, maintenance and features of each site. The actual setup, content management, access levels, and updating of the unit sites will be controlled by Site Owners located at the Squadron/Battalion level or above.

Site Owners will control and evaluate all mission critical and task information on their site (s), how long to retain information, and how effectively members are complying with unit guidelines. By having local control, Site Owners can create and oversee their own set of "rules" for unit specific content. With this type of local management control, Site Owners can be confident that policies applied to content are being enforced at all levels.

GOVERNANCE

A strong governance framework has been established to ensure all units deliver worthwhile content to their users in an effective way. This governance is required to:

- Avoid content "Sprawl".
- Ensure content quality is maintained over the life of the website by using quality management policies.
- Consistently provide a high quality user experience by ensuring that rules are followed.
- Establish clear decision making authority so policy violations can be dealt with and conflicts resolved in a timely manner.
- Ensure the system's architecture supports information management objectives.

SHAREPOINT AVAILABILITY

There will be two versions of the II MEF SharePoint Portal. A SIPRNET version will carry both CLASSIFIED and UNCLASSIFIED information, and a NIPRNET version which will support only UNCLASSIFIED materials. Each portal will continue to use its own set of rules for access. Once on SIPRNET or NIPRNET, access to the SharePoint portal itself will be controlled as described below.

The SIPRNET version of SharePoint will carry information up to the "SECRET" classification. This material will always be governed and controlled by DoD 5200.1-PH or any superseding orders.

II MEF SHAREPOINT RULES

7 June 2010

ACCESS AND MEMBERSHIP

There will be three levels of site access/membership for each unit's website.

- Site Owner
- Site Manager
- Users/Content Developers

Site Owners

- Are Commanders, Officers-in-Charge, and Staff Principals establishing SharePoint sites.
- Are responsible for all content and all activities occurring within their sites.

Site Managers

- Will be "technical" manager of the site.
- Will be trained, experienced members of the organization.
- Will manage "Access" to include unique or "need-to-know" content.
- Will be responsible for numerous individual websites.
- Will oversee and approve each site layout and design.
- Will monitor content for out-of-date information (File versus Record).
- Will assist command/staff in explaining SharePoint and how to best harness its capabilities.
- Will monitor a site's storage usage.
- May modify site layouts and alter permission settings within limitations.
- May add, edit, approve/reject or delete content.

Note: Site Managers will attend formal SharePoint training to acquire the knowledge to manage site content and access. This training is/will become available through the MAGTF Information System Training Center East.

Users/Content Developers

- Are to coordinate access with the Site Manager.
- Are allowed to add or edit content on their approved site(s).
- Are allowed to view posted information on a site.

LISTS

Several types of list can be put on a local site:

- Calendars- will be used to schedule a unit's events or for specific situations, such as a project calendar or organization holidays.
- Tasks- will track information about projects and other events for a group or organization. It may be used to assign tasks as well as track the status of a project as it moves toward completion.
- Project tasks- will display tasks using progress bars, known as a Gantt view.

II MEF SHAREPOINT RULES

7 June 2010

- Issue tracking- a central storage point for unit issues, their status, and resolution. This common type of list will be used for tracking support issues or incidents.
- Announcements- to share news and provide group reminders.
- Contacts- will store information about people or groups in each unit.
- Links- will be used as a central location for connecting to the Web, or other government resources.
- Custom- lists that may be used for any type of special purpose.

List Best Practices

- Lists will be maintained at the highest level appropriate to eliminate redundancy and share information.
- All information shall be protected according to USMC guidelines.
- Lists will be kept current and users allowed to update and maintain lists where appropriate.
- Expiration policies will control the expiration of list items.
- List items should be limited to official USMC business only.

LIBRARIES

A **Library** will be located on each unit's site where Site Managers and Users/Content Developers can collect, update, and manage important information. Libraries are simply collections of files located on the SharePoint server that are shared with other site users.

General purpose libraries will be used to manage files of similar type. Each type of library has features specific to its content. There will be libraries for:

- Documents
- Forms
- Pictures

Document Library - Stores the majority of document files contained in a SharePoint site. This library will have document management capabilities, including check in/check out and automatic versioning to manage the file creation/sharing process. Each document uploaded into a unit's SharePoint library will contain metadata information to allow search engines to find it. Metadata will include the author's name, approving Site Manager, status of the document, date uploaded into the library, an expiration date (if required) and informational keywords.

Forms Library - Stores commonly used forms and templates. Each form will contain the appropriate metadata to facilitate identification and searching.

Picture Library - Allows photos and images to be shared in a collaborative environment. This library uses columns and properties to define images and includes thumbnail views of the stored files to facilitate identification and retrieval. Pictures will contain metadata for easier searching.

II MEF SHAREPOINT RULES

7 June 2010

When using library features Site Managers will:

- Set documents to eventually expire.
- Set libraries to require review of all contained documents periodically (semi-annually)
- Send notification when a document needs to be reviewed
- Archive expired documents.
- Make backup copies of approved documents.
- Publish announcements when a new document is released on the site.
- Send notification e-mails to impacted groups or individuals when a document is created or updated.

***Note:** In libraries, Site Managers and Users/ Content Developers will be allowed to create rules for the automatic performance of certain actions based on document properties. These rules can be triggered by schedule or when certain conditions are met. A Rules Wizard in the SharePoint program includes templates that can be used for creating custom rules.*

ANNOUNCEMENTS

Announcement lists will provide a place to post information for all site members to access.

Announcements will be defined as:

- A formal public statement.
- A broadcast message, e.g., weather warning, gate/office closing, policy notice or luncheon.

New announcements will be set to expire on a specified date.

- Special announcements may be set to **never** expire.
- Announcements will not be redundant.
- All announcements will be restricted to Marine Corps business.

CALENDARS

Calendars will provide for the notification of events.

Events are defined as:

- Something that happens at a given place and time.
- An occurrence relating to an operation or task.
- An event may be one-time or recurring; includes a specific date, place, and time (i.e. ceremonies, luncheons, mandatory briefings, picnics, family days, banquets, etc).
- Event listings will be restricted to Marine Corps business.

II MEF SHAREPOINT RULES

7 June 2010

DOCUMENT WORKSPACES

Temporary document workspaces can be created on SharePoint for the joint development and collaboration on documents. Once a new document has been developed, reviewed, and approved, it will be moved to a more permanent part of a library for site viewing.

Any II MEF unit using SIPRNET or NIPRNET SharePoint must ensure it integrates ONLY with the corresponding II MEF portal. Sharing any SharePoint information on outside collaborative environments is not permitted on any commercial or Department of Defense networks, without prior coordination and approval of the II MEF IMO.

SharePoint document workspaces can be created directly from a drop-down menu by those with appropriate permissions.

- Collaborative users must have Site Manager permission to create and get access to a new workspace. The originator of the workspace will have full administrative rights to the space and can grant permissions to others for collaborative purposes.
- Document workspaces can be opened to users outside the unit using special permission granted by the Site Manager. This can be done without affecting the basic permissions of the site.
- All documents being revised or updated will be worked on "offline" or in a workspace. Once completed and approved these documents will be returned to a permanent part of a library.
- All temporary workspaces will be deleted after document coordination is complete.

ACCESS

Security for each site will be the responsibility of the Site Manager. The Site Manager is responsible for assigning access rights to all users of their site(s). Rights can be assigned to an Active Directory user or assigned through a SharePoint group containing Active Directory (AD) users or groups.

- Site Managers will use the following document permissions as appropriate:
 - Target audience control
 - Web part access control
 - Site access control
- Logs will be used to track updates to access controls, changes or deletions of documents.

SETUP REQUIREMENTS

Several basic requirements will be followed during setup and operation of a SharePoint web site.

II MEF SHAREPOINT RULES

7 June 2010

- Each new unit website will have on its front page a link to a “**Contact Us**” page that lists all Content Developers , Site Managers, and the Site Owner. This is a requirement of all government websites.
- The “Contact Us” page will contain an up-to-date mission statement, phone numbers, physical addresses, and e-mail addresses of individuals providing materials to the site. This information will be updated as needed. Web parts supplied by II MEF will contain a “Contact Us” link.
- **Personally Identifiable Information (PII)** will not be allowed on a site. This includes social security numbers, drivers license information, birthdates, access codes, etc. For additional information see Marine Corps Policy at: <https://hqodod.hqmc.usmc.mil/PII.asp>
- Only three kinds of fonts will be used on each site.
 - **Arial** for document/library content (No less than 10 points in size).
 - **Calibri** for document/library content (No less than 10 points in size).
 - **Tahoma** for headlines.

Note: Fonts contained in web parts will be automatically controlled by the SharePoint program.

Note: Attachments and documentation stored in libraries concerning official USMC business may contain original fonts as required by military code.

- Auditing – Default auditing settings will be turned on across all sites to track deletions and expiration orders.
- Search requirements – Search boxes will be included on all sites. Advance search information will also be provided.
- Expiration/Deletion
 - Content expiration will be controlled by a site’s expiration policies.
 - Sites will be not be deleted without first notifying and receiving permission from the Owner. Deleted sites will then be “archived” for at least 1 year after being removed.
 - Each site will be restored upon request of the Site Owner.

NAMING CONVENTIONS FOR FILES AND FOLDERS

All document files and folders posted to II MEF SharePoint sites will include short, but descriptive identification information which will be listed in the following order:

1. The Unit that created the document.
2. The document subject.

II MEF SHAREPOINT RULES

7 June 2010

3. The date the document was created (in military format).

- Underscores will be used between each piece of information listed above.
- Names will not contain the characters "# % & * : < > ? | ? { | } ~".
- Names will not contain the "period" character.
- Avoid strings of names, such as listing a "site name" within a "site name".
- Names will be no longer than 128 characters.

Example: IIMEF_G3_Fops_Barbarry_Sword_annex_A_20100410.docx

This document would be Annex A for Barbary Sword produced by II MEF G3 Fops on 20100410.

Example: 2MAW_G4_Ops_daily_update_20100416.xlsx

This spreadsheet is the daily update for 2nd MAW G-4 for the date 20100416.

RECORDS

Documents, forms or pictures on a SharePoint site that serve as evidence of activities or transactions performed by a unit will be retained as "records". All records will be retained for 14 month period, so they can be produced, if needed, for regulatory or legal discovery.

When an **active** file document, form or picture becomes **inactive**, it will also be declared a "record" and will be moved or copied to a protected place. The file will be assigned a retention period that specifies how long the unit will keep it as a record. When a record's retention period is over, usually 36 months, it will either be disposed of by a records manager or moved to an "archive" area for safekeeping as a document of historical interest.

- Each II MEF SharePoint unit will be required to develop a records management strategy and a formal records management plan. This will be a collaborative effort involving the Site Owner, Site Manager, Content Developers, and Compliance Officer.
- Each unit will then create one or more "Records Center" sites to implement its records management plan.

II MEF SHAREPOINT RULES

7 June 2010

Records Management Planning

The specific elements of a formal records management plan will be unique to individual SharePoint sites. However, all records management plans will include the following documents and processes:

File Plan- is the primary records management planning document. Although file plans can differ across organizations, usually 14 months for active files, and 36 months for records, each will:

- Describe the kinds of items the organization acknowledges to be official records.
- Describe what broader category of records the items belong to.
- Indicate where records are stored.
- Describe retention periods for records.
- Delineate who is responsible for managing the various types of records.

Retention schedule - This schedule specifies how long each record in the file plan must be retained and the process for disposing of it when it reaches the end of its life cycle. The guidelines in a retention schedule are usually based on legal requirements, risks to the organization, and organizational need.

Compliance requirements document - A document that defines the rules to which IT systems for records management must adhere, the capabilities they must have, and the kinds of regular monitoring they must support in order to ensure compliance.

Formal process for suspending the disposition of records - This process, which is often called a *hold*, details how the organization will suspend the disposition of records when events such as litigation, audits, or investigations occur.

System for monitoring and reporting the handling of records - To ensure that all SharePoint Site Managers are filing, accessing, and managing records according to defined policies and processes, a records management program must have a process or system for monitoring and reporting on the handling of records.

NOV 28 2011

2010

II MEF Information
Management Office

II MEF ORDER 3146.1

II MEF SHAREPOINT FAQs

Frequently Asked Questions about the new SharePoint Portal.

Enclosure (3)

II MEF SHAREPOINT FAQs

7 June 2010

FREQUENTLY ASKED QUESTIONS

How can I get to the main page of SharePoint?

- SharePoint will eventually become the home page of all II MEF computers. It will be accessed using Internet Explorer.

What computer network will contain the SharePoint pages?

- Initially SharePoint will be deployed on SIPRNET.
- Soon afterward deployment will occur on NIPRNET.

Will users have a special log-in and pass word to access their SharePoint site?

- Yes. NIPRNET websites will continue to be password-protected to restrict access to registered users through the Active Directory login. (Common Access Card).
- SIPRNET access to SharePoint will continue to require SIPRNET access and a password.

Can my Unit's site be accessed from off base?

- Not if it is on SIPRNET.
- No determination has been made concerning NIPRNET.

Can information be downloaded from SharePoint to a personal digital assistant (PDA)?

- No, for security reasons this option will not be available.

What is the procedure for creating a unit web site?

- There will be three stages in the creation of a new site: the request, the approval, and the actioning of the request.
- Any unit can request a new site from the Site Manager at the next higher level of Command, starting at the Battalion level.
- The Site Manager can then request a new site be opened from higher level Command.

How will Site Managers be selected?

- Unit Commanders / Site Owners will make the appointment.

Who do I contact to begin SharePoint training for Site Managers?

- Request training through your local IMO, who will route to the MEF Web Support Manager.
- The training will ultimately occur at MISTC East at Camp Johnson.

II MEF SHAREPOINT FAQs

7 June 2010

Who does the Site Manager contact to get a site opened and ready for setup in SharePoint?

- Contact the Web Support Manager at the MEF level via the chain of command.

Where do I get permission to set up a site for my unit?

- From your unit's Information Management Officer.

Will training material be available to help with web site setup?

- "Checklist" will be available to help with initial set up and roll-out.

Can I customize my SharePoint site?

- Color schemes and banners will be limited to provide a consistent look to the overall portal.
- II MEF will provide site development tools, web parts, content guides, and some work flow material. The SharePoint program also includes tools that allow the creation of custom lists, calendars, page views, etc.
- Supplied web parts can be added or positioned on a new site as desired.
- Themes can be applied to lists, to add document library web parts to a page, connect web parts and more.

Can I post any kind of document?

- You can only post documents, forms or files dealing with USMC business.
- You can post documents, forms and pictures using a variety of formats, including .pdf, .htm, .doc, .jpeg, and .gif. In addition, if using Microsoft Office 2007, you can save documents directly to a SharePoint site.

May I create custom templates?

- No, II MEF templates **cannot** be customized. The look of these templates provides a professional presentation that will be maintained throughout SharePoint.
- You can customize site content, such as the design and placement of web parts.

What security/access levels are assigned to users?

Security/access levels will assigned by the Site Manager.

There are three levels by default and additional levels may be created as necessary.

- Site Member/Content Developer – Can read and add content to existing libraries and lists.
- Site Manager - Can create master lists, document libraries and customize pages.
- Site Owner - These Commanders and Staff Principals have full and complete control to create sites, set policies and manage all access to a unit's site.

II MEF SHAREPOINT FAQs

7 June 2010

Can each unit have its own calendar for long range planning?

- Yes.

How large a file can I upload to SharePoint?

- To keep network performance maximized, files should be no larger than 10 MB.
- On a case-by-case basis (with permission) files above 10 MB may be uploaded to SharePoint.

What types of files can I upload / post to the site?

- SharePoint integrates with Microsoft office, so applications for **Word, Excel, and PowerPoint** can be uploaded. . Pdf, .gif, .bmp, .png, and .jpeg can also be uploaded.
- Restricted files include those ending with the following extensions: .asa, .asp, .ida, .idc, and .ldq. Additional file types may be added to this listing at any time.

Can I target content on my Site?

- Yes, content can be targeted towards a certain type of user.
- You can target information so different audiences see different segments of a page.
- By using Web Parts that recognize audience membership, you can target items or links in a list to one or more audiences, so that only members of those audiences can view the targeted items.
- You can target navigation controls to different audiences.

Does a SharePoint website have a search function?

- Yes. SharePoint provides a powerful text-based search feature that helps find documents and information fast. There are both basic and an advanced search features.

Is there a style of Font that must be used when adding information to SharePoint?

- For posted documents only "Arial" or "Calibri" fonts will be used. (10 pts. or larger)
- In web parts, fonts and sizes will be controlled by the SharePoint program.
- Official USMC documents uploaded to site libraries will carry whatever fonts are required by policy.

Who will provide the basic templates for a unit's website?

- Your Major Subordinate Command IMO.

Will there be a "Helpline" available to support website setup?

- Yes, at the MSC level.

II MEF SHAREPOINT FAQs

7 June 2010

How will site access problems be resolved?

- Contact your unit's IMO about access issues.

What group is responsible for maintaining and overseeing the SharePoint Portal for II MEF?

- The Information Management Office (IMO) at II MEF Headquarters manages the environment of SharePoint.

Will anyone be monitoring information on the local web sites other than the Content Manager?

- YES. Sites across the II MEF will be checked and audited on a regular basis to make sure templates are being followed and content rules are being observed. If unsuitable material is found, the Site Manager will be contacted immediately.

Will these Rules be changed in the future?

- Some of these rules may be changed or modified as guidance is developed within the Department of Defense, the United State Marine Corps, and as the II MEF SharePoint portals are refined and fully functional. Forward any suggested changes to your unit's IMO.

11 October, 2011

2D MAW SHAREPOINT RULES

In addition to the "II MEF SharePoint Business Rules," these amplifying 2d MAW business rules will remain in place:

1. The Owners Group will no longer be able to create sites or permission groups.
2. Each site that does not inherit permissions from its parent site will be restricted to the following groups and associated permissions:
 - a. (Site) Owners/Managers – Full Control.
 - b. (Site) Members – Contribute.
 - c. 2d MAW Visitors – View.
3. Groups must be named with the site name and "Owners" or "Members" (i.e. 2d MAW Owners or 2d MAW Members).
4. Sites with common names such as "S-1" will add the name of the parent site in front of the name (i.e. MAG-14 S-1 Members).
5. A Server Administrator will be placed as the owner of the Site's Owner Group to prevent unauthorized users from being added.
6. The Site Owners Group will be placed as the owner of the Site Members Group (i.e. the Owner Group has control and cognizance over the Member Group).



3146.1
Unit
Date

From: Commanding Officer, <Unit>
To: <Rank> <FirstName> <MI> <LastName> <Last4/MOS>

Subj: APPOINTMENT AS <UNIT> SHAREPOINT SITE MANAGER

Ref: (a) Wing Order 3146.1 Governance for the 2d Marine Aircraft
Wing (2D MAW) SharePoint portal

1. Per reference (a), you are appointed as the SharePoint Site Manager for <unit>. You will carry out those responsibilities of the Site Manager as established in reference (a).
2. As the Site Manager, you will be responsible for all changes for the <Unit> SharePoint site located at the following URL <site URL>.
3. If you have any questions, you may contact the 2d MAW IMO at (252) 466-5959.

I. M. COMMANDER

Unit
Date

FIRST ENDORSEMENT

From: <Rank> <FirstName> <MI> <LastName> <Last4/MOS>
To: Commanding Officer, <Unit>

1. I accept my appointment as SharePoint Site Manager for <Unit>. I will carry out those responsibilities as explained in reference (a).
2. I understand that I am responsible for all changes for the <Unit> SharePoint site.

I. M. MARINE

copy to:
Commanding Officer, <Unit>
2d MAW Information Management Officer