



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 49TH WING (ACC)
HOLLOMAN AIR FORCE BASE NEW MEXICO

HOLLOMANAFBI33-302_HOLLOMANAFBGM2016-01

29 April 2016

MEMORANDUM FOR ALL 49TH WING PERSONNEL

FROM: 49 WG/CC

SUBJECT: 49th Wing Guidance Memorandum establishing changes to HOLLOMANAFBI 33-302, Knowledge Management Program

1. By Order of the Commander, 49th Wing, this Guidance Memorandum immediately implements changes to HOLLOMANAFBI 33-302, Knowledge Management Program. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, Publications and Forms Management.
2. This guidance applies to all Holloman personnel, including volunteers, contractors and tenant units
3. Ensure that all records created as a result of this processes prescribed in this publication are maintained IAW AFMAN 33-363, 1 Mar 2008, Management of Records, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in the publication does not imply endorsement by the Air Force.
4. This memorandum becomes void after one year has elapsed from the date of the memorandum, or upon publication of a rewrite of the affected publication, whichever is earlier.

ROBERT E. KIEBLER
Colonel, USAF
Commander

Attachment

Guidance Changes

2.3.1. **(Deleted)** SharePoint. Material containing PII will not be placed on the Holloman SharePoint.

2.3.4. **(Deleted)** Evaluation Management System (EMS). Once an evaluation has closed out and the 49FSS MPS EMS section has marked complete on the “MPF: Process Report and Send to AFPC” routing option, the evaluation will be deleted from EMS. EMS is not an approved system to maintain official records or PII once the routing process has been completed.

4.1.3.3. **(Changed)** Forward appointment letters for newly appointed Records Custodians (RC) and Chief of Office of Record (COR) to the 49 CS/KMC Support org box for processing.

4.2.1.7.5. **(Changed)** Designate on-site salvage area for a small amount of damaged records.

4.4. **(Changed)** Training. The BRM will make available records management classroom training (or via DCS) and refresher training to all records professionals on Holloman AFB. Units may request additional training (or refresher training) by e-mailing the 49 CS/KMC Support org box or calling 572-7247.

5.1.3. **(Deleted)** Holloman Evaluation Management System (EMS) Help Desk.

5.2.3.2.18. **(Added)** Ensure that PII stored on group SharePoint sites are properly protected IAW AFI 33-332.

5.2.3.3.13. **(Added)** Ensure that PII stored on group SharePoint sites are properly protected IAW AFI 33-332.

5.2.3.4.4. **(Added)** Ensure that PII stored on group SharePoint sites are properly protected IAW AFI 33-332.

5.2.3.5.1. **(Added)** Ensure that PII stored on group SharePoint sites are properly protected IAW AFI 33-332.

5.2.5. **(Deleted)** Personally Identifiable Information (PII). PII is not allowed on SharePoint.

7.1.4. **(Changed)** Destruction of Classified Documents. Destroy classified information according to AFI 16-1404, *Air Force Information Security Program* (Chapter 5).

Attachment 3 – Publications and Forms (Unit KM Monitor) **(Changed)** Contact Wing Publication Manager (572-3159) for one-on-one training (upon appointment – unless refresher training is required)

**BY ORDER OF THE COMMANDER
HOLLOMAN AIR FORCE BASE**

HOLLOMAN AFB INSTRUCTION 33-302

30 JULY 2015



Communications and Information

KNOWLEDGE MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available digitally.

RELEASABILITY: There are no releasability restrictions on this publication.

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HOLLOMANAFBI 33-301, 17 May 2012
HOLLOMANAFBI 33-302, 30 August 2013
HOLLOMANAFBI 33-303, 19 September 2013

This instruction establishes policies and procedures for the installation's Knowledge Management (KM) program; Publications and Forms; Freedom of Information Act (FOIA) Program; Privacy Act (PA) Program; and Records Management. This instruction applies to all 49th Wing units, tenants, personnel, contractors and volunteers. This instruction extends the guidance of Air Force Instruction (AFI) 33-396, *Knowledge Management*; AFI 33-332, *Air Force Privacy And Civil Liberties Program*; AFI 33-322, *Records Management Program*; AFI 33-360, *Publications and Forms Management*; AFI 33-115, *Air Force Information Technology (IT) Service Management*, Department of Defense (DoD) 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, and Air Force Manual (AFMAN) 33-363, *Management of Records*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.myaf.mil/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Communications Squadron Knowledge Management Center (49 CS/SCOK), 749 New Mexico Avenue, Holloman AFB NM 88330.

SUMMARY OF CHANGES

This publication has been revised. This rewrite of HAFBI 33-302 includes the new Knowledge Management requirements of AFI 33-396. Changes in this rewrite include replacing unit and group Content Managers with unit KM Monitors and adding Civil Liberties responsibilities as required by AFI 33-332. This rewrite also incorporates HAFBI 33-301, *Records Management* and HAFBI 33-303, *SharePoint and Air Force Portal Content Management* into this instruction. This instruction has been substantially changed and must be completely reviewed.

Chapter 1

KNOWLEDGE MANAGEMENT

1.1. Knowledge Management (KM). KM is the capturing, organizing, and storing of knowledge and experiences of individual workers and groups within an organization and making this information available to others in the organization. Turning raw data into information that enables the creation and transfer of knowledge requires an approach of careful collaboration, analysis, deliberation and judgment. AFI 33-396 directs this approach by using a combination of technology, process and people to achieve mission superiority. The Holloman Knowledge Management Center (KMC) serves as the base-level vehicle for KM, Enterprise Information Services (EIS), Publications and Forms, Collaborative Technologies (i.e. SharePoint, instant messaging, shared drives, Air Force Portal, etc.), Records Management (RM), Freedom of Information Act (FOIA), Civil Liberties Program, Information Collections and Reports, and Privacy Act (PA). The KMC is located in building 788.

1.2. Knowledge Management Center (KMC). The KMC will provide support to Holloman Air Force Base (AFB) in two ways:

1.2.1. Sustained Role. The KMC will:

1.2.1.1. Serve as the point of contact for all collaborative technologies, including, but not limited to EIS, AF Portal, SharePoint, Task Management Tool (TMT), publications/forms, and shared drives.

1.2.1.2. Assist units in complying with mandatory by-law responsibilities. These include Records Management, PA, FOIA, and Civil Liberties.

1.2.1.3. Focus on teaching units how to perform the steps of the information lifecycle (create/collect, process, disseminate, use, store, dispose) in a way that ensures data is reusable, shared, protected, consistent and compliant.

1.2.1.4. Implement AFI 33-396.

1.2.1.5. Assist units to better understand applicable requirements of the Management Internal Control Toolset (MICT).

1.2.2. Mobile Role. The KMC will:

1.2.2.1. Develop and maintain a KM team that specializes in teaching and facilitating KM concepts to all units.

1.2.2.2. Partner with units to create a KM plan to resolve problems, develop solutions, and overcome obstacles to increase unit functionality.

1.2.2.3. Conduct unit program reviews to analyze existing content management sites and recommend/develop improvements.

1.2.2.4. Assist units in gaining control of their stockpiles of digital data.

1.2.2.5. Ensure that units learn to properly tag (metadata) and file relevant files.

1.3. Unit Commanders. Commanders will:

1.3.1. Implement AFI 33-396, Paragraph 3.4.

1.3.2. Appoint a primary KM Monitor (previously referred to as Content Managers) for the unit.

1.4. KM Monitor. Group and Unit/Squadron KM Monitors will be responsible for the KM program, collaborative spaces (SharePoint, shared drives, TMT, etc.), and publications/forms. An alternate KM Monitor is required if the primary is a military member. Because of the complexity of this program, the recommended grade for the KM Monitor is E-6 (GS-05) or above. The KM Monitor will:

1.4.1. Serve as a liaison between the KMC and the unit commander.

1.4.2. Work closely with the KMC to evaluate and improve unit KM standards and processes.

1.4.3. Serve as the unit Publication Monitor (IAW AFI 33-360, Paragraph 2.6).

1.4.4. Upon appointment, complete the following training:

1.4.4.1. Complete five designated Computer Based Training (CBT) courses that focus on Knowledge Management and SharePoint site management (see Attachment 3 for required training).

1.4.4.2. Holloman KMC classroom training or via Defense Collaboration Service (DCS) when available.

1.4.5. Complete the KM Monitor duties described in this instruction.

1.5. Holloman Personnel. Holloman personnel (to include tenant unit personnel) are responsible for meeting all requirements in AFI 33-396, Paragraph 3.6.

1.6. KM Support and Training. The KMC will:

1.6.1. Ensure necessary KM training is available via classroom, DCS or E-Learning.

1.6.2. Provide a KMC Support SharePoint site with news and instructional information. This site (<https://acc.eim.acc.af.mil/url?go=rp3lvt>) also includes training sign-up, shredder scheduling, templates, Frequently Asked Questions (FAQs), applicable MICT aides and links to helpful websites.

1.6.3. Maintain a KMC MilSuite site at <https://www.milsuite.mil/book/groups/holloman-afb-knowledge-management/activity>. This site will be used to promote KM across the installation and provide a discussion environment for all KM professionals on Holloman AFB.

Chapter 2

PRIVACY ACT

2.1. Holloman Privacy Act Manager (PAM). The Base Records Manager (BRM), as part of the KMC team, serves as the Holloman AFB Privacy Act Manager (PAM). The Holloman PAM will:

- 2.1.1. Oversee PA training on Holloman AFB.
- 2.1.2. Routinely audit Electronic Records Management (ERM), SharePoint and shared drive folder permissions to assess whether Holloman units effectively protect electronic documents containing Personally Identifiable Information (PII).
- 2.1.3. Provide PA training to Group and Unit/Squadron Privacy Monitors upon appointment.
- 2.1.4. Monitor PA incidents and breaches to completion.
- 2.1.5. Review installation publications and forms. The review will ensure newly created or revised publications and forms are compliant with privacy and civil liberty requirements outlined in AFI 33-332. This includes all group and squadron operating instructions and forms.
- 2.1.6. Serve as the installation Civil Liberties Point of Contact (POC) IAW AFI 33-332, Paragraph 12.3.8.

2.2. FOIA/PA Monitor. Each group and unit/squadron will appoint a unit FOIA/PA Monitor. Usually this duty is assigned to the Functional Area Records Manager (FARM), but may be assigned to the unit KM Monitor. An alternate FOIA/Privacy Monitor must be appointed if the primary is a military member. The FOIA/Privacy Monitor will:

- 2.2.1. Complete all required classroom training (or via DCS when available) (see Attachment 3 for required training).
- 2.2.2. Ensure that the unit protects PII in accordance with AFI 33-332.
- 2.2.3. Ensure that all DoD personnel, volunteers and contractors complete the required annual privacy training IAW AFI 33-332, Paragraph 4.6.6. To meet this requirement, units may use the *Identifying and Safeguarding Personally Identifiable Information (PII)* training (<http://iase.disa.mil/eta/Pages/online-catalog.aspx>).
- 2.2.4. Ensure that all DoD personnel, volunteers and contractors receive Newcomers Privacy Orientation Training and Remedial Privacy Training (for individuals who have committed a breach). Contact the KMC at holloman.foia@us.af.mil to request the training slides or use the suggested training in Paragraph 2.2.3 of this instruction.
- 2.2.5. Maintain a record of all personnel trained and forward the list to the unit training manager. The FOIA/Privacy Monitor will send the list to the KMC when requested.
- 2.2.6. Complete the semi-annual PA report and forward to the KMC by the suspense.
- 2.2.7. Ensure that all DoD personnel, including contractors, involved in the design, development, operation and maintenance of any system of record comply with the requirements described in AFI 33-332 (Paragraph 2.6.) before implementing a new system of record.

2.2.8. Review all publications and forms originated by their unit. The review will ensure newly created or revised publications and forms are necessary and that each publication/form has the appropriate privacy notice and disposition.

2.2.9. Process and monitor all unit privacy incidents and breaches IAW AFI 33-332 (Paragraph 1.1.2.4.), following the process outlined in HOLLOMANAFBVA 33-6, *49th Wing Privacy Act (PA) Breach Response*.

2.3. PII Files in Collaborative Environments.

2.3.1. SharePoint. Material containing PII will not be placed on the Holloman SharePoint.

2.3.2. Shared Drives. Shared drives exist to facilitate file transfers within units.

2.3.2.1. PII will not be placed on shared drives for access by groups of individuals unless each person has an official need to know the information to perform their job. Units must implement appropriate access controls in place to ensure access is restricted to authorized individuals. Units should review the contents of shared drives or folders routinely to make certain that PII and other sensitive information is available only to personnel with a legitimate need to know.

2.3.2.2. Shared drives will not be used to store official records. The only approved electronic record keeping system for Holloman AFB is the ERM server ([\\kwr-d-fs-01pv](#)).

2.3.3. Recall Rosters. Recall rosters contain PII and should only be shared with small groups at the lowest levels for official purposes to reduce the number of people with access to such personal information.

2.3.4. Evaluation Management System (EMS). Once an evaluation has closed out and the 49FSS MPS EMS section has marked complete on the "MPF: Process Report and Send to AFPC" routing option, the evaluation will be deleted from EMS. EMS is not an approved system to maintain official records or PII once the routing process has been completed.

2.4. Reporting PII Breaches. A PII breach is defined as actual or possible loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access or any similar term referring to situations where persons other than authorized users and for another than authorized purpose have access or potential access to PII, whether physical or electronic. If Holloman Personnel find unsecured/unprotected PII, they must follow the procedures outlined in HOLLOMANAFBVA 33-6.

2.5. E-mailing PII. PII may be e-mailed; however, the e-mail must include the correct Privacy Act Statement (PAS). Do not indiscriminately attach a PAS to signature blocks when sending e-mails. The PAS should only be applied to e-mails that contain PII. Refer to HOLLOMANAFBVA 33-6 or contact the KMC (bldg. 788) at 572-7248 for questions regarding e-mailing PII.

2.5.1. All e-mails that contain PII must be encrypted, include "FOUO" in the subject line and contain the appropriate PAS at the beginning of the body of the e-mail. This process may be automatically accomplished by using the Digital Signature Enforcement Tool (DSET) function in Outlook.

2.5.2. Individuals may use the Aviation and Missile Research, Development and Engineering Center (AMRDEC) SAFE Web Application (<https://safe.amrdec.army.mil/Safe/>) to transmit PII. AMRDEC SAFE has been approved for PII transfers to non-CAC enabled e-mail addresses.

2.6. Systems of Record (SOR). Personnel, including contractors, involved in the design, development, operation and maintenance of any system of record must comply with the requirements described in AFI 33-332 (Paragraph 2.6.) before implementing a new system of record. The Holloman AFB PAM must be notified before any new system of record is put in use. E-mail holloman.foia@us.af.mil or call 572-7248 for more information.

2.7. Training. To better protect PII on Holloman AFB, Commanders will ensure that all assigned personnel have completed required mandatory annual privacy training:

2.7.1. Total Force Awareness Training (TFAT). This training is available in the Advanced Distributed Learning Service (ADLS).

2.7.2. Specialized Training. This training will focus on individuals who operate/maintain Systems of Record. To meet this requirement, units may use the *Identifying and Safeguarding Personally Identifiable Information (PII) training* (<http://iase.disa.mil/eta/Pages/online-catalog.aspx>). The TFAT training in ADLS is an awareness tool and does not meet this requirement.

2.7.3. Management Training. This training provides commanders and managers with considerations they should take into account when making decisions that involve privacy. The TFAT training in ADLS is an awareness tool and does not meet this requirement. To meet this requirement, units may use the suggested training in Paragraph 2.7.2 of this instruction.

2.7.4. Optional Training. Commanders may elect to require 100% of their personnel to complete privacy training annually. To meet this requirement, units may use the *Identifying and Safeguarding Personally Identifiable Information (PII) training* (<http://iase.disa.mil/eta/Pages/online-catalog.aspx>).

Chapter 3

FREEDOM OF INFORMATION ACT

3.1. Holloman FOIA Manager. The BRM, as part of the KMC team, serves as the installation FOIA Manager. The BRM and/or the Communications Squadron Commander are designated as FOIA disclosure authorities for Holloman AFB. The FOIA Manager will:

3.1.1. Assure that a Holloman FOIA webpage (<http://www.holloman.af.mil/library/foia.asp>) is maintained in accordance with DOD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, Paragraph C1.5.4.2.1.

3.1.2. Provide training to unit FOIA/Privacy Monitors.

3.1.3. Administer the installation FOIA program.

3.2. Unit FOIA/PA Monitor. An alternate FOIA/PA Monitor must be appointed if the primary is a military member. The Unit FOIA Monitor will process FOIA requests assigned to the unit as follows:

3.2.1. Upon receiving a FOIA request from the Holloman FOIA Manager, determine the individual/office in their unit to task as the OPR for the FOIA.

3.2.2. Give guidance to the OPR to assist in the completion of the FOIA.

3.2.3. Deliver the FOIA package back to the Holloman FOIA Manager within the tasked suspense.

Chapter 4

BASE RECORDS MANAGEMENT

4.1. Roles and Responsibilities.

4.1.1. Base Records Manager (BRM). The BRM, as part of the KMC team, administers the Holloman Records Management program. The BRM will:

4.1.1.1. Provide records management assistance, manage staging areas and conduct training. The BRM will make templates, FAQs and MICT assistance available on the KMC Support site (<https://acc.eim.acc.af.mil/url?go=rp3lvt>).

4.1.1.2. Conduct Staff Assistance Visits (SAV). These SAVs will be used as a teaching tool for RCs, CORs, FARMS and KMC team members. Additionally, the SAVs will be used as informational tools for unit commanders.

4.1.1.3. Act as the Records Disaster Response Team (RDRT) Team Leader. The BRM implements Holloman AFB Plan 33-1, *Vital Records Disaster Recovery Plan* when necessary.

4.1.2. Unit Commanders. Commanders have responsibility for the physical and legal custody of all records within their organization and for ensuring the proper management of all records.

4.1.3. Functional Area Records Manager (FARM). The unit commander appoints a FARM. An alternate FARM must be appointed if the primary is a military member. The FARM responsibility is not AFSC specific (see AFI 33-322, Paragraph 4.5.) The FARM may also serve as the KM Monitor (recommended rank for the KM Monitor is E-6/GS-05 or above). The FARM will:

4.1.3.1. Complete the following required training.

4.1.3.1.1. Records Custodian Training CBT (available in ADLS).

4.1.3.1.2. Chief of the Office of Record Training CBT (available in ADLS).

4.1.3.1.3. Functional Area Records Manager Training CBT (available in ADLS).

4.1.3.1.4. Holloman KMC classroom training (or via DCS when available).

4.1.3.2. Serve as a records management liaison between the KMC and the unit commander.

4.1.3.3. Forward appointment letters for newly appointed Records Custodians (RC) and Chief of Office of Record (COR) to the [Knowledge Management Helpdesk](#) org box for processing.

4.1.3.4. Ensure newly appointed RCs and CORs attend initial training within 90 days of appointment.

4.1.3.5. Ensure that all RC and COR training is kept current in AFRIMS.

4.1.3.6. Ensure that all RCs and CORs implement Electronic Records Management principles (see AFMAN 33-363) using the approved electronic record keeping system ([\\kwrds-fs-01pv](#)) for Holloman AFB. The FARM will make sure all RCs and CORs are trained on how to manage electronic records and that they are able to assist personnel in setting up electronic file plans.

4.1.3.7. Maintain a FARM book using the structure outlined in Table 4.1. This book should be maintained electronically and filed under T 33 - 45 R 09.00.

Table 4.1. FARM Book Table of Content.

TAB A	-- FARM Appointment Letter -- FARM Training Certificates
TAB B	-- Unit's Office of Records Administration -- RC and COR Appointment Memorandums -- RC and COR Training Certificates -- Staging -- SAVs of Offices of Records -- Waivers
TAB C	-- BRM SAVs and Commander's Report
TAB D	-- Freedom of Information Act (FOIA) Tracking
TAB E	-- Privacy Act (PA) Training Administration/Tracking and Violations Tracking
TAB F	-- Lost or Destroyed Records Reports
TAB G	-- Publications/Forms Program
TAB H	-- ERM and EIM Administration
TAB I	-- Vital Records -- AFRIMS Vital Record Report for all offices of record that identify having vital records -- HAFB Plan 33-1, Vital Records Disaster Recovery Plan

4.1.3.8. Assist RCs and CORs establish a Vital Records Program. The FARM ensures that all offices of record in their functional area identify vital records in AFRIMS and on SF 135s, *Records Transmittal and Receipt*.

4.1.3.9. Become knowledgeable of the references in Attachment 1.

4.1.3.10. Conduct a SAV on all offices of record once every 24 months to evaluate record management practices. If an office receives an unsatisfactory, the FARM will:

4.1.3.10.1. Notify the COR.

4.1.3.10.2. SAV the office (with the unsatisfactory rating) a second time (within 60 days) to document improvement/compliance. If the office receives a second unsatisfactory rating, the FARM will notify the COR, unit commander and the KMC.

4.1.4. Chief of Office of Record (COR). The COR is the person designated as head of an office where records are created, received or maintained. The COR is responsible for the physical and legal custody of all records in the office. If the ranking individual in the office is at squadron commander level or above, the COR may be delegated (i.e., deputy, etc.). In that case a delegation request must be sent to the KMC. In any other situation, the COR duties will not be delegated without approval of the BRM. See AFI 33-322 for a full list of all the COR duties and required training.

4.1.4.1. CORs must complete:

4.1.4.1.1. The Chief of the Office of Records CBT (available in ADLS).

4.1.4.1.2. Initial records management classroom training (or via DCS if available). Officers (O-4 and above) and their civilian counterparts (GS-12 and above) may request to waive the in

classroom training and have the training slides sent to them for review. They would then be required to send confirmation of completion to the KMC.

4.1.5. Records Custodians (RC). An alternate RC must be appointed if the primary is a military member. RC duties are not Air Force Specialty Code (AFSC) specific. See AFI 33-322 for a full list of all the RC duties and required training.

4.2. Vital Records Plan. In an event such as a tornado, fire, flood, water damage, explosion, loss of utilities, or any other situation that causes damage to documentary material designated in Air Force Records Information Systems (AFRIMS) as vital records, HAFB Plan 33-1 will be implemented.

4.2.1. Each office of record that identifies having vital records shall maintain a vital records plan in file 1 (T37-19 R02.00) of their office file plan and in file 1 of their ERM folder. At a minimum, offices must include the following in their plan:

4.2.1.1. Emergency phone numbers of the following:

4.2.1.2. Holloman AFB Fire Department and Medical Clinic.

4.2.1.3. Emergency shut-offs for electrical and water utility service providers – Contact 49th Civil Engineering Squadron at 572-3223/4.

4.2.1.4. Designate where backup or copy of vital record are stored, if applicable. Describe the frequency that backups are created.

4.2.1.5. Maintain a copy of Holloman AFB Plan 33-1 with the office vital records plan.

4.2.1.6. Maintain a copy of the AFRIMS vital record report with the office vital records plan.

4.2.1.7. Disaster Planning. For the purpose of disaster planning, consider adding the following to the vital records plan:

4.2.1.7.1. Describe response actions necessary unique to the organization.

4.2.1.7.2. List personnel responsibilities unique to the organization.

4.2.1.7.3. Establish the point of operation unique to the organization.

4.2.1.7.4. Describe security requirements unique to each organizations records and/or their level of classification.

4.2.1.7.5. Designate on-site salvage area for a small amount of damaged records. Designate the Holloman Records Recovery Facility in building 788 for large scale damage.

4.2.1.7.6. List of required supplies and equipment.

4.2.1.7.7. Any other special appendices required to address unique issues and procedures.

4.3. File Plan. If an office maintains paper and electronic records, item 1 (Files Maintenance and Disposition) in the file cabinet and item 1 in ERM will mirror one another. Item 1 will contain, at a minimum, the following:

4.3.1. File plan with signed cover sheet.

4.3.2. RC and COR Appointment letter.

4.3.3. Waiver letters (if applicable).

4.3.4. Vital records plan (if applicable).

4.3.5. HAFB Plan 33-1 (if applicable).

4.3.6. Training certificates for RCs and COR.

4.4. Training. The BRM will make available records management classroom training (or via DCS) and refresher training to all records professionals on Holloman AFB. Units may request additional training (or refresher training) by e-mailing the [Knowledge Management Helpdesk](#) org box or calling 572-7247.

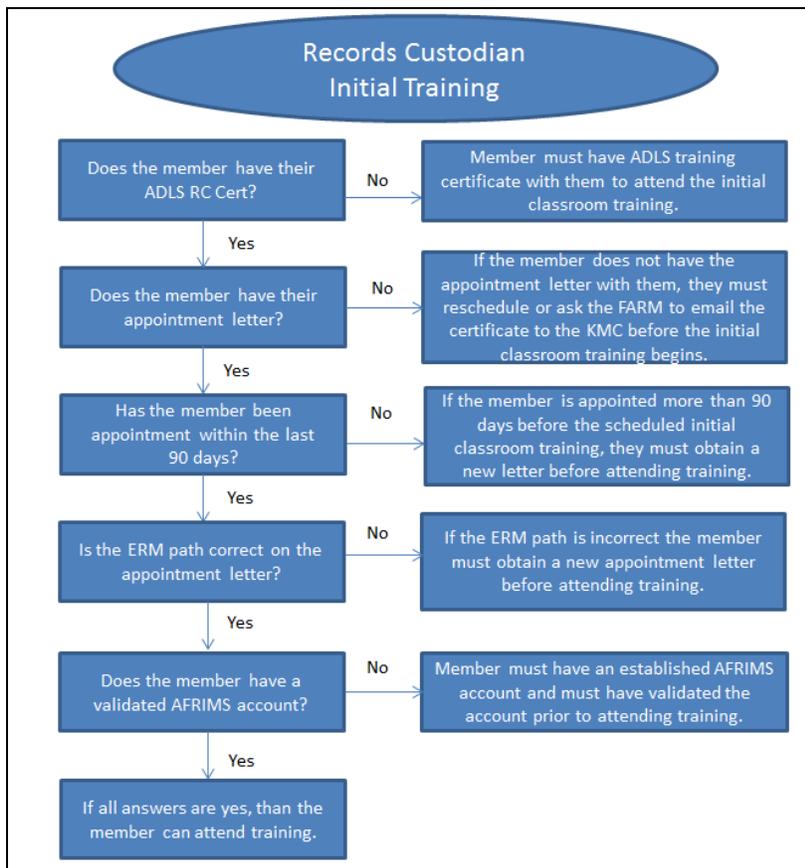
4.4.1. Within 90 days of appointment, FARMS, CORs, and RCs will complete initial classroom (or via DCS when available) training. Before attending classroom training, the RC or COR must have completed all the steps outlined in Figure 4.1.

4.4.2. The BRM may require appointed FARMS, CORs and RCs to re-take the initial training, or refresher training at any time.

4.4.3. If an RC, COR or FARM’s annual training exceeds 60 days past due, their AFRIMS account will be deleted. The individual will then need to be re-appointed and re-take the initial classroom training.

4.4.4. Individual’s, whose initial training date is older than 5 years, must attend the KMC refresher records management training to ensure they are up-to-date with current practices. This training is available through classroom instruction (or via DCS).

Figure 4.1. Records Custodian Initial Training.



4.5. Electronic Records Management. To the maximum extent permissible, official versions of information assets (official records) will be maintained, controlled and disposed of electronically (see AFPD 33-3). Paper records will be limited to those occasions when electronic media cannot be accepted in accordance with the Public Law 107-347, *E-Government Act of 2002* or the Public Law 105-277, Section 208, *Government Paperwork Elimination Act (GPEA)* *Federal Information Security Management Act (FISMA)*.

4.5.1. To promote electronic business processes throughout the life cycle of information assets, the *AF Electronic Records Management (ERM) Solutions* will be used for maintaining and preserving electronic records.

4.5.2. The approved ERM system for Holloman AFB is [\\kwrds-fs-01pv](#). Official records will only be maintained on this approved system. Electronic records will not be maintained on stand-alone workstations, SharePoint, removable drives, cd-roms, shared drives or any other unapproved media.

4.5.3. The KMC will conduct periodic reviews of all office electronic records to ensure requirements and public laws are adhered to.

4.6. Waivers. Offices/units will follow all records management requirements listed in Attachment 1. There are instances where offices/units may request a waiver (either short term or long term) for some records management requirements. An example of this would be using six-part folders in a filing system rather than using the standard filing supplies describe in AFMAN 33-363 (Table 5.1). The Holloman waiver policy is as follows:

4.6.1. All waivers must be signed/approved by the current primary BRM.

4.6.2. Waivers sign by prior BRMs are considered expired and must be resubmitted for approval.

4.6.3. The BRM may revoke all waivers at any time.

4.6.4. Staging waivers will be considered on a case by case basis. Records are protected best by being stored at the Holloman staging area. IAW 36 CFR 1228.228, Chapter XII, *National Archives and Records Administration*, the Holloman staging area meets all of the stringent National Archives Records Administration (NARA) requirements, including upgraded fire and security protection. Offices/units are not able to protect records to these same standards and generally will not be approved for staging waivers.

Chapter 5

COLLABORATIVE SPACES

5.1. KMC Collaboration Tools. The KMC team serves as:

- 5.1.1. Holloman Air Force Portal Managers.
- 5.1.2. Holloman SharePoint Owners.
- 5.1.3. Holloman Evaluation Management System (EMS) Help Desk.
- 5.1.4. Holloman Instant Messaging Managers.
- 5.1.5. Holloman Task Management Tool (TMT) Managers.

5.2. SharePoint. The purpose of SharePoint is to create a standardized electronic collaborative workplace. Also, SharePoint is used to provide the right information to the right individuals to support mission operations through a single common platform and standardized business processes. SharePoint is a common environment for Airmen to share and acquire information and knowledge. SharePoint will be the primary tool for management of calendars, announcements, events, document libraries, document workspaces and workflows. The SharePoint environment is not to be used for official record storage or archiving information.

5.2.1. Holloman AFB Customer Base. The customer base for SharePoint includes the Wing, units, and tenants supported by the Non-Secure Internet Protocol Router Network (NIPRNet) and Secure Internet Protocol Router Network (SIPRNet).

5.2.2. Classification. The NIPRNet SharePoint environment is only authorized to handle up to classification level UNCLASSIFIED. The SIPRNet SharePoint environment is only authorized to handle up to the classification level SECRET.

5.2.3. Roles and Responsibilities:

5.2.3.1. Holloman SharePoint Owners. The Holloman KMC serves as the Holloman SharePoint Owners. Holloman SharePoint Owners manage the layout (look and feel), structure, design, permissions and operations of the Holloman SharePoint. The KMC will:

5.2.3.1.1. Oversee the access to and use of individual SharePoint sites.

5.2.3.1.2. Develop and enforce standardized site layout (Attachment 2).

5.2.3.1.3. Provide SharePoint users with best practices, training, policies, and procedures for using SharePoint in daily activities. Helpful SharePoint information is available on the KMC Support site (<https://acc.eim.acc.af.mil/url?go=rp3lvt>).

5.2.3.1.4. Conduct annual review of all unit sites to ensure all permissions, links, content, and document libraries are current, relevant and managed appropriately.

5.2.3.1.5. Manage an organized network of appointed KM Monitors.

5.2.3.1.6. Train, assist, and interact with KM Monitors to ensure content integrity.

5.2.3.2. Group KM Monitors. Group KM Monitors will manage the group SharePoint sites and serve as the commander's POC for all KM programs. Group KM Monitors will have Full Control permissions. They will:

- 5.2.3.2.1. Properly manage their administrative and collaborative workspaces and will adhere to the requirements and restrictions of this publication.
- 5.2.3.2.2. Use their elevated permissions to set permissions for all personnel in their group. Group KM Monitors will work with Unit/Squadron KM Monitors to assure lower unit/squadron permissions are set correctly.
- 5.2.3.2.3. Attempt to resolve all SharePoint issues for their group prior to elevating the problem to the KMC.
- 5.2.3.2.4. Create/Maintain a unit KM Monitor org box (rather than using individual e-mail for contact). The org box will be used for all e-mail communication to the KMC.
- 5.2.3.2.5. NOT grant another individual Full Control permissions.
- 5.2.3.2.6. NOT remove Holloman Owners from any SharePoint site.
- 5.2.3.2.7. NOT remove Holloman Owners as owners of any SharePoint site.
- 5.2.3.2.8. Make the Holloman Owners the owner of any site they create.
- 5.2.3.2.9. Understand that if they violate any restrictions or requirements of this publication, their Group KM Monitor permissions will be reduced to Design permissions permanently.
- 5.2.3.2.10. Control access to the resources that are available within their site.
- 5.2.3.2.11. Conduct day-to-day administration and support for assigned SharePoint sites, to include managing site access and information.
- 5.2.3.2.12. Assist users on how to use SharePoint functionality IAW T.O. 00-33D-3001, *Air Force Enterprise Information Management (EIM) Procedures For Site Owners and End Users*.
- 5.2.3.2.13. Complete required training to understand and acquire the proper knowledge and background to properly manage site access (see Attachment 3 for required training).
- 5.2.3.2.14. Conduct content review and clean up their respective sites and workspaces at a minimum of once every 180 days. Ensure the sites and workspaces follow the guidelines established in this instruction. Files that meet the definition of an official record must be stored on ERM. KM Monitors and Records Professionals should team up in an effort to maintain document integrity and records management requirements.
- 5.2.3.2.15. Build and maintain all sites/folders using the required template outlined in this instruction (Attachment 2).
- 5.2.3.2.16. Conduct Operational Security (OPSEC) evaluation of all content before posting.
- 5.2.3.2.17. Elevate any SharePoint problems to the KMC.
- 5.2.3.3. Unit/Squadron KM Monitor. Unit KM Monitors will manage unit SharePoint sites and serve as the commander's POC for all KM programs. The KM Monitor will:
 - 5.2.3.3.1. Have **DESIGN** permissions over their organizational site. Unit/Squadron's will rely on the Group KM Monitor to set permissions for personnel in the unit/squadron.
 - 5.2.3.3.2. Properly manage their administrative and collaborative workspaces and adhere to the requirements and restrictions of this publication.
 - 5.2.3.3.3. Control access to the resources that are available within their site.

- 5.2.3.3.4. Conduct day-to-day administration and support for assigned SharePoint sites, to include managing site access and information.
- 5.2.3.3.5. Assist users on how to use SharePoint functionality IAW T.O. 00-33D-3001, *Air Force Enterprise Information Management (EIM) Procedures For Site Owners and End Users*.
- 5.2.3.3.6. Complete required training to understand and acquire the proper knowledge and background to properly manage site access (see Attachment 3 for required training).
- 5.2.3.3.7. Conduct content review and clean up their respective sites and workspaces at a minimum of once every 180 days. Ensure the sites and workspaces follow the guidelines established in this instruction. Files that meet the definition of an official record must be stored on ERM. KM Monitors and Records Professionals should team up in an effort to maintain document integrity and records management requirements.
- 5.2.3.3.8. Build and maintain all sites/folders using the required template outlined in this instruction (Attachment 2).
- 5.2.3.3.9. Conduct Operational Security (OPSEC) evaluation of all content before posting.
- 5.2.3.3.10. Elevate any SharePoint problems to the Group KM Monitor.
- 5.2.3.3.11. Contact Group KM Monitor to add new individuals to the appropriated SharePoint group. Contact Group KM Monitor to remove individuals from their SharePoint groups upon retirement, Permanent Change of Station (PCS), etc. Unit/Squadron KM Monitors will ensure that the SharePoint groups membership is kept up-to-date.
- 5.2.3.3.12. Create/Maintain a unit KM Monitor org box (rather than using individual e-mail for contact). The org box will be used for all e-mail communication to the KMC.
- 5.2.3.4. Functional Content Managers. Functional Content Managers will provide direct assistance/serve as focal point to users within their respective function (i.e. First Sergeants). They should have a thorough understanding of the function operations, business, and mission processes. Functional Content Managers will:
- 5.2.3.4.1. Maintain measures to safeguard site information.
- 5.2.3.4.2. Adhere to Paragraphs 5.2.3.2.1. through 5.2.3.2.11. of this instruction.
- 5.2.3.4.3. Complete required CBTs, and attend KMC classroom training (or via DCS when available) before permissions are established (see KM Monitor training requirements in Attachment 3).
- 5.2.3.4.4. Create/Maintain a functional e-mail org box (rather than using individual e-mail for contact). The org box will be used for all e-mail communication to the KMC.
- 5.2.3.5. Site Member (End User). Site members are personnel assigned to the workcenter or team project. Members have view, insert, edit and delete capabilities (contribute rights). Site members will perform data management on the data they created. This includes deleting data no longer required, eliminating redundant data.
- 5.2.4. SharePoint Permissions. Management of permissions for sites on Holloman SharePoint is the responsibility of the Holloman SharePoint Owners/KMC. Individual names will not be added to site permissions, but will be placed in SharePoint groups. Naming conventions of SharePoint groups will be restricted to the examples in Table A2.2.

5.2.5. Personally Identifiable Information (PII). PII is not allowed on SharePoint.

5.2.6. SharePoint Site Management.

5.2.6.1. All sites shall follow the Holloman site template (Figure A2.1.). The look and feel of all sites must remain standard across the base. The look and feel includes standard colors, fonts, and backgrounds. The approved unit emblem will be located in the space provided by the templates and not presented in other locations. Customization on the site must remain very minimal and requires KMC approval to avoid any issues for migration to future software versions (see Attachment 2).

5.2.6.2. Graphics will only be used for navigation and shall be minimal in size (i.e., thumbnail or icon size). No other graphics are allowed to be displayed on any site as part of the site layout. The use of other graphics must be approved by the KMC. The size and placement of official photos (i.e. commanders, chiefs, deputies, etc.) must comply with the requirements set in this instruction (Attachment 2).

5.2.6.3. All sites must have the KM Monitor's contact information located on the site.

5.2.6.4. Follow standard site naming conventions for organizational and functional sites.

5.2.6.5. Sites not visited for at least 180 days are subject to deletion. KM Monitors and Functional Content Managers will be notified via e-mail at least five days prior to deletion.

5.2.6.6. Sites should be maintained at the highest level possible to prevent duplication of content and to maintain a consistent architecture.

5.2.6.7. All sites shall be uniform in appearance. Always be consistent on the location of web zones by using the standard template. This will significantly reduce user frustration.

5.2.6.8. Deviation from the SharePoint format described in this instruction is prohibited unless authorized (in writing) by the KMC.

5.2.7. Workflow. As it relates to SharePoint, workflow is the execution of a defined business process incorporating the corresponding responsibilities, actions, tasks, and documents into the process. Implementing a business process using a workflow provides many benefits since tasks, documentation, and data are maintained in a central location. The KMC encourages Holloman personnel to use workflow for review/staffing processes. For instructions on using Workflow, go to <https://acc.eim.acc.af.mil/url?go=rp3lvt>.

5.3. Instant Messaging. Instant Messaging (such as Microsoft Communicator®, Lync, or other programs provided by the Air Force) should be used for all internal communications between two or more people.

5.3.1. Instant Messaging is subject to monitoring and will be used for official communication only.

5.3.2. All personnel using Instant Messaging must ensure that instant messages that meet the definition of an official record (see AFMAN 33-322, Paragraph 2) are saved and maintained in the office file plan.

5.3.3. Contact the KMC (572-7247) for assistance with Instant Messaging.

5.4. Air Force Portal. Organizations should remember the AF Portal provides all airmen, civilians, contractors and authorized guests worldwide access to core Air Force private

information and is the central knowledge source for many combat support and personnel services.

5.4.1. The KMC serves as the AF Portal Managers for Holloman AFB.

5.4.2. Unit/Squadron KM Monitors act as the unit Air Force Portal Monitor and will attend classroom training in building 788 (or via DCS when available).

5.4.3. All Holloman unit portal sites will publish the appropriate KM Monitor's contact information, including the KM Monitor org box, to ensure content is up-to-date and relevant.

5.4.4. Organizational portal sites will be maintained for wing level organizations at a minimum. Core information about an organization will be published and can include additional helpful information (i.e. who they are, what they do, what services they provide, key functional contacts, and appropriate news).

5.4.5 UnitSquadron KM Monitors will validate, at least on a quarterly basis, the site content, links published, and ensure authorized content managers and content publishers appointed in writing are listed within the user management functions on their organization portal sites.

5.5. Task Management Tool (TMT). TMT is a tool used to assign, track and manage taskers throughout their unique, highly intricate delegation tree. TMT ensures consistency and transparency at every level while promoting collaboration through time-saving automation of daily task activities.

5.5.1. The KMC serves as the Holloman TMT Managers.

5.5.2. Units that have licensed TMT software are able to route items of interest such as change of raters, correspondence, and tasks.

5.5.3. User must comply with the HQ ACC Task Management Tool (TMT) Business Rules. These rules may be found at <https://acc.eim.acc.af.mil/url?go=rp3lvt>.

5.6. MilSuites. The KMC hosts a Knowledge Management Center site on MilSuites (<https://www.milsuite.mil/book/groups/holloman-afb-knowledge-management>). This site will be used to keep Holloman personnel updated on all Knowledge Management programs. For access to the MilSuite KM site, users must create a MilSuite account.

Chapter 6

PUBLICATIONS AND FORMS MANAGEMENT

6.1. Unit Operating Instructions (OI) and Forms Program. The unit/squadron KM Monitor will serve as the unit Publication Monitor. An alternate Publication Monitor must be appointed if the primary is a military member. The unit Publication Monitor will:

6.1.1. Schedule required publications and forms training with the Wing (KMC) Publication Manager within 30 days of appointment. Contact the Publication Manager at 572-3159 or e-mail the [49 CS/Publishing](#) org box.

6.1.2. Serve as the organizations' focal point for all content/mission related Operating Instructions (OI) and Forms.

6.1.3. Comply with AFI 33-360 (Paragraph 11.4). Unit will maintain a copy of all published unit OIs and forms on the unit SharePoint IAW AFI 33-360 (Table 4.1, Item 8) and as shown in Figure A2.1 of this instruction.

6.1.4. Ensure that all unit OIs and forms are reviewed every four years.

6.1.5. Work with unit OPRs/POCs of OIs/forms to determine the proper coordination requirements for each new/proposed change of an instruction/form the organization issues.

6.1.6. Use the e-mail org box required in paragraph 5.2.3.2.12 to process unit OIs/forms.

6.1.7. Maintain records sets (IAW AFI 33-360, Paragraph 10.2.) for all unit OIs and forms. The records set will be maintained on the unit ERM. The record set should include:

6.1.7.1. Completed AF673, *Air Force Publication/Form Action Request*.

6.1.7.2. Finalized OI.

6.1.7.3. Supporting documentation.

6.1.8. Route the OIs/forms in review in the following manner:

6.1.8.1. Route proposed changed/revised document through the unit. Ensure that the unit FOIA/PA Monitor reviews all unit publications and forms. The Wing Publications Manager may want to review the OI/form before unit routing begins. Contact the Publications Manager at 572-3159 for specific instructions.

6.1.8.2. Once unit routing is completed, send the AF673 and OI to the following e-mail org boxes for review:

6.1.8.2.1. [49 CS/Publishing](#) (Wing Publications Manager).

6.1.8.2.2. [Holloman/FOIA](#) (Wing Privacy Manager).

6.1.8.2.3. [49 WG/JA Suspense](#) (Legal Office).

6.1.8.3. Unit commander signs the proposed OI/form.

6.1.8.4. Review and process all unit publications for dissemination. This duty (AFI 33-360, Paragraph 3.6.2.2.) is delegated from the Wing Publications and Forms Manager to the unit KM Monitor.

Chapter 7

DESTRUCTION OF MEDIA

7.1 Destruction of Media. 100% destruction is the preferred method for the protection of information maintained on any media source.

7.1.1. **Unclassified Media.** In accordance with AFI 33-364, *Records Disposition –Procedures and Responsibilities*, Paragraph 5.10.2.1., unclassified material that does not contain For Official Use Only (FOUO) (i.e., catalogs, advertisements, newspapers) is considered destroyed when disposed of in a waste container.

7.1.2. All other unclassified paper products on Holloman AFB will be destroyed (burned, shredded, etc.) when no longer needed to prevent the inadvertent disclosure and/or reconstruction of this material. If the material cannot be shredded, units are required to find an alternate method of destruction. Pulverizing and burning are approved methods of destroying unclassified material.

7.1.3. **Critical and/or Sensitive Unclassified Media.** Sensitive unclassified information (to include PII, FOUO, privileged, or proprietary information) must be destroyed by any means approved for classified information or by any means that would make it difficult to recognize or reconstruct the information. The KMC shredding facility (bldg. 788) may be used to destroy critical and/or sensitive unclassified material. To make an appointment to shred, schedule it on the KMC Support site (<https://acc.eim.acc.af.mil/url?go=rp3lvt>).

7.1.4. **Destruction of Classified Documents.** Destroy classified information according to AFI 31-401, *Information Security Program Management* (Paragraph 5.28.). A National Security Agency (NSA) compliant shredder is available in the KMC shredding facility (bldg. 788) to destroy classified documents up to secret. An NSA-compliant disintegrator is available in the KMC shredding facility (bldg. 788) to destroy classified mixed media (thumb drives, CD-ROMs, etc.). To make an appointment to shred and/or destroy classified documents/media, schedule it on the KMC Support site (<https://acc.eim.acc.af.mil/url?go=rp3lvt>).

ROBERT E. KIEBLER, Colonel, USAF
Commander, 49th Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

36 CFR 1228.228, Chapter XII, *National Archives and Records Administration* (parts 1200-1299), 1 July 2009

Public Law 105-277, *Government Paperwork Elimination Act (GPEA)*, 21 October 1998

Public Law 107-347, *E-Government Act of 2002 Federal Information Security Management Act (FISMA)*, 17 December 2002

AFI 33-322, *Records Management Program*, 4 June 2012

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 33-396, *Knowledge Management*, 7 November 2014

AFI 31-401, *Information Security Program Management*, 1 November 2005

AFI 33-332, *Air Force Privacy And Civil Liberties Program*, 5 June 2013

AFI 33-364, *Records Disposition-Procedures and Responsibilities*, 22 December 2006

AFI 33-115, *Air Force Information Technology (IT) Service Management*, 16 September 2014

AFMAN 33-363, *Management of Records*, 1 March 2008

HOLLOMANAFBVA 33-6, *49th Wing Privacy Act (PA) Breach Response*, 12 August 2013

DoD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, 21 October 2010

T.O. 00-33D-3001, *Air Force Enterprise Information Management (EIM) Procedures for Site Owners and End Users*, 15 September 2009

AF Electronic Records Management (ERM) Solutions, 4 September 2007

DoD Enterprise SharePoint Standards and Procedures, Vol 1: Standards v2.0 (dated 31 August 2010)

HQ ACC Task Management Tool (TMT) Business Rules (dated 26 April 2013)

Prescribed Forms

No forms prescribed.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

49 CS/SCOK--49th Communications Squadron Knowledge Management Center

ACC--Air Combat Command

AD--Active Directory

AFI--Air Force Instruction

AFMAN--Air Force Manual
AFSC--Air Force Specialty Code
AFRIMS--Air Force Records Information Management System
AMRDEC--Aviation and Missile Research, Development and Engineering Center
BRM--Base Records Manager
CBT--Computer Based Training
COR--Chief of Office of Record
DCS--Defense Collaboration Service
DoD--Department of Defense
ERM--Electronic Records Management
FAQs--Frequently Asked Questions
FARM--Functional Area Records Manager
FOIA--Freedom of Information Act
FOUO--For Official Use Only
HAFB--Holloman Air Force Base
KO--Knowledge Operations
KMC--Knowledge Management Center
MICT--Management Internal Control Toolset
NIPRNet--Non-Secure Internet Protocol Router Network
NSA--National Security Agency
OCS--Office Communicator System
OI – Operating Instruction
OPR--Office of Primary Responsibility
OPSEC--Operational Security
PA--Privacy Act
PAM--Privacy Act Manager
PAS--Privacy Act Statement
PCS--Permanent Change of Station
PII -- Personally Identifiable Information
POC--Point of Contact
RC--Records Custodians
RDRT--Records Disaster Response Team
RDS--Record Disposition Schedule

SAVs--Staff Assistance Visits

SIPRNet--Secure Internet Protocol Router Network

SOR--Systems of Record

SP—SharePoint

TFAT--Total Force Awareness Training

TMT--Task Management Tool

Attachment 2

STANDARDIZED HOLLOMAN SITE DESIGN

A2.1. All standard SharePoint pages (web pages) must use the default page design template (light blue) and follow the structure describe in Table A2.1. Exception: Functional Pages (i.e., CAT/EOC).

A2.2. No files larger than 50 MB on SharePoint.

A2.3. All SharePoint Main pages shall be set up as described below:

A2.3.1. Holloman SharePoint Main Page Banner Section:

A2.3.1.1. Units may place Headquarters/Command patch and/or unit patch only. Do not add image description.

A2.3.1.2. Title - use the full official name of the unit - Example: 49th Communications Squadron (use Site Actions tab ----> Look and Feel ---> Title, Description and Icon--->Title).

A2.3.1.3. Description - (leave blank - this will be included below).

A2.3.1.4. Web Site directory (URL name) - use your official unit acronym - all upper case, as your directory name. Example .../49_CS (use Site Actions tab ----> Look and Feel ---> Title, fill in directory name). The Web Site directory name (URL name) should never be changed after it is set up. If you change your directory name you may break external links to your site.

Table A2.1. Site Structure.

Quick Launch Bar	Left Column	Right Column
1. Squadron/Flights 2. CSS Additional Duty Roster Unit Correspondence Tracker Unit Tasker Unit Pubs/FormsLibrary Additional Duty Document Libraries 3. Documents Unit Shared Documents Unit Picture Library 4. Evaluation Management System (EMS) 3.0	1. Unit Mission Statement. 2. Announcements Web Part - unit level announcements affecting your SharePoint administration, general unit announcements, etc., should be displayed here. 3. Calendar Web Part - set up calendar items for your unit and all subordinate units. Give permissions to all your site Owners below you.	1. Image Web Part - display Unit CC (Mandatory) and Superintendent/First Sergeant (optional), at approximately 190 x 238 pixels. Any links in the picture should be mapped directly to their official BIO on AF.MIL. 2. Helpful Links. 3. Contact Web part -Site Owner's Name, DSN and email.

Table A2.2. Naming Convention for SharePoint Groups.

SharePoint Permissions - Group Example	49MXS_CCK_Owners
	49MXS_CCK_Contributors
	49MXS_CCK_Read
SharePoint Permissions - Unit Example	49CS_CCK_Owners
	49CS_CCK_Contributors
	49CS_CCK_Read

Figure A2.1. Example of Site Structure.

Holloman AFB

Welcome Watson, Carol A Civ USAF ACC 49... | My Site | My Links |

IGNITE ACC Group/Squadron Main Page

All Content

Holloman AFB | 49th Wing Units | Tenants | Air Combat Command | Contingency Ops | HAFB Announcements | SharePoint Training Site | Resiliency Resources | 2013 UCI Self Assessments | Site Actions

Holloman AFB > 49th Mission Support Group > 49th Communications Squadron > Plans and Resources > Holloman Network Training Center SCXX > SharePoint Essentials > Group/Squadron Main Page

No Privacy Act Information is Allowed on SharePoint Sites. Please refer any questions to Base Knowledge Operations Management Center at DSN 572-7248

Unit Mission Statement
 "Edit under the Rich text editor in the modify web part" Place Unit's Mission statement HERE.....

Unit Command - Rank First MI Last

CC Picture Formatted Size 190x238 Pixels

Unit DO/CCF - Rank First MI Last

DO/CCF Picture Formatted Size 190x238 Pixels

Helpful Links
 # Google

Site Owners

Name	Business Phone	E-mail Address
Jilison, Joseph J S/A USAF ACC 49 MXS/CCK	572-2752	Joseph.Jilison@holloman.af.mil

Attachment 3

Required Training

A3.1. The training outlined in Table A3.1, Required Knowledge Management Training, is the minimum training required for appointment as a FARM, FOIA/PA Monitor, KM Monitor (including Publications and Forms). Additional training may be required by the Chief, Knowledge Management Center as deemed necessary.

Table A3.1. Required Knowledge Management Training.

KM Role	Training Required	Location
FARM	Records Custodian Training CBT (upon appointment)	ADLS
	Chief of the Office of Record Training CBT (upon appointment)	ADLS
	Functional Area Records Manager Training CBT (annually)	ADLS
	Holloman KMC classroom training (or via DCS) (upon appointment - unless refresher training is required)	Bldg. 788
FOIA/PA Monitor	Holloman KMC classroom training (or via DCS) (upon appointment - unless refresher training is required)	Bldg. 788
Publication and Forms (Unit KM Monitor)	Contact Ms. Carol Watson (572-3159) for one-on-one training (upon appointment - unless refresher training is required)	Bldg. 788
Unit KM Monitor	The Art of Knowledge Management (upon appointment)	E-Learning
	Putting Knowledge to Work (upon appointment)	E-Learning
	Getting Started with SharePoint 2010 (upon appointment)	E-Learning
	Managing SharePoint 2010 Sites, Lists and Libraries (upon appointment)	E-Learning
	2010 – Managing SharePoint 2010 Pages and Components (upon appointment)	E-Learning
	Holloman KMC classroom training (or via DCS) (upon appointment - unless refresher training is required)	Bldg. 788