

**BY ORDER OF THE COMMANDER
RAF LAKENHEATH (USAFE)**

LAKENHEATH INSTRUCTION 33-301

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Communications and Information

**ENTERPRISE INFORMATION
MANAGEMENT SHAREPOINT®**

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This instruction implements Air Force Policy Directive (AFPD) 33-3, *Information Management*, and interfaces with Technical Order (TO) 00-33D-3001, *AF Enterprise Information Management (EIM) Procedures for Site Owners and End Users*. It outlines procedures for the 48th Fighter Wing (48 FW) enterprise information management SharePoint® processes. It applies to all personnel (military, civilian and contractors) assigned to RAF Lakenheath. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, prescribed by Air Force Instruction (AFI) 11-215, *USAF Flight Manuals Program*; route AF Form 847s from the field through MAJCOM publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Purpose and Description. This document sets forth guidance and procedures for the 48 FW EIM-SharePoint® environment and applies to all 48 FW members and mission partners. The purpose of this environment is to create a standardized electronic collaborative workplace. EIM-SharePoint® is a common global environment for Airmen to share and acquire information and knowledge. The mission of EIM is to provide the right information to the right individuals to support combat and mission operations through a single common platform and standardized business processes. EIM-SharePoint® will be the primary tool for management of document libraries, document workspaces and workflows. The EIM-SharePoint® environment is not to be

used for storage purposes, such as official files that are required to be maintained on the official storage drive (O:drive). This instruction covers Roles and Responsibilities, EIM-SharePoint® Environment, Personally Identifiable Information, and Records Management.

2. Scope.

2.1. SharePoint® Capabilities. The Higher Head Quarters Web Development department & System Administrators USAFE/A6CK provides SharePoint® Standard Edition to provide a command-wide capability for creating, searching, displaying, and storing information in a collaborative environment.

2.2. Customer Base. The customer base includes the bases, units, and tenants supported by the bases on the USAFE Non-Secure Internet Protocol Router Network (NIPRNet) and Secure Internet Protocol Router Network (SIPRNet). Organizational SharePoint® sites are available for each headquarters directorate, division, and branch; numbered Air Force; wing; group; and squadron; as well as major tenant organizations. Base site owners and unit site managers can create sub-sites in SharePoint® to support operational needs. Each unit site has allocated space to store content in the EIM-SharePoint® environment.

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

3. Roles and Responsibilities.

3.1. 48th Communications Squadron Commander. The 48th Communication Squadron Commander in writing will appoint a primary and alternate(s) base site owners for EIM-SharePoint® and forward memorandum to USAFE/A6 Knowledge Operations Branch. Local EIM-SharePoint® policy and training requirements will be established to provide oversight and management for the EIM-SharePoint® framework (i.e. site managers, end users).

3.2. Base Site Owners (Site Collection Administrators).

3.2.1. Maintain top-level site collections for <https://ice.usafe.af.mil/sites/48FW/default.aspx>

3.2.2. Create sites; assign permissions, IAW TO 00-33D-3001, *AF EIM Procedures for Site Owners and End Users*.

3.2.3. Complete AF Enterprise Information Services (EIS) training curriculum administered by the AETC Knowledge Operations Center.

3.2.4. Establish local training sessions using local operating procedures or requirements. Train unit site managers within 90 days of notification of assignment; access will not be granted before training requirements are complete.

3.2.5. Maintain an organized network of site managers along with appointment memorandum and training certificates.

3.2.6. Provide support for maintaining and administering SharePoint® features, including daily monitoring, troubleshooting, and performance analysis of the system specifically supporting 48 FW capabilities.

3.2.7. Site Owners will notify Site Managers to review and move any stagnant information before increasing site storage. Follow TO-33D-3001 *AF EIM Procedures for Site Owners and End Users.*, paragraph 6.5.1. File Deletion Policy.

3.3. Site Managers.

3.3.1. Each base-level unit, staff agencies, and private organization site managers will be appointed by their respective commanders in writing. All letters of appointment will be submitted to the base site owner (48CS/SCOK). (See Attachment 2 for a sample Unit Site Manager Appointment Memorandum.)

3.3.2. There is no controlled amount of site managers per unit, staff agency or private organization and each appointee can be from any existing Air Force Specialty Code (AFSC).

3.3.3. Must complete EIM-SharePoint® training provided by the Base Site Owner (48CS/SCOK).

3.3.4. Will conduct day-to-day administration and support for assigned SharePoint® site, to include managing site permissions and information.

3.3.5. Will assist users on how to use SharePoint® functionality IAW TO 00-33D-3001 *AF EIM Procedures for Site Owners and End Users.*

3.3.6. Will identify content managers for workspaces and sites as required.

3.3.7. Will provide end user training.

3.3.8. Will assign permissions to end users for the sites and sub-sites underneath there units site.

4. EIM SharePoint® Environment. The USAFE EIM-SharePoint® environment is accessible at <https://usafe.af.mil> and base-level sites at <https://ice.usafe.af.mil/sites/48FW/default.aspx> . 48CS/SCOK Knowledge Operations provides a standardized electronic collaborative workplace, using the following business procedures/practices:

4.1. Permission Levels. See hierarchy attached at Attachment 3.

4.1.1. The Command Knowledge Operations department functions out of Ramstein Air Base and is responsible for providing guidance and procedures pertaining to all SharePoint® domains within USAFE.

4.1.2. Site Collection Administrators function out of the 48 Communication Squadron, Knowledge Operations. Site Collection Administrators are responsible for creating sites and permission groups for all levels and maintaining full control over the RAFL SharePoint® domain.

4.1.3. The Site Manager permission group can consist of wing, group or squadron level personnel in departments such as; Commander Support Staff (CSS) and Commander Administrators (CCA). The Site Manager permission holders are also responsible for the appointment and tracking of Content Managers, Members and Visitors within their purview i.e. wing level offices, group level offices or squadron level offices. This role does not own the responsibility of granting full permissions, as that right resides solely

with the Site Collection Administrators, but Site Managers will provide justification for SharePoint® access if requested by the Site Collection Administrator.

4.1.4. Content Managers, Members & Visitors typically reside at each level of the base, i.e. wing, group, or squadron level, and are responsible for managing sites and sub sites under their purview. Permissions levels for this set are limited to read and contribute.

4.1.5. Content Review. Site Managers will conduct content review and clean up of their respective sites and workspaces once every 180 days. Ensure the sites and workspaces follow the guidelines established in this instruction. A “Content Review” link is located at the bottom of each organizational site and should be annotated upon completion. Most importantly, duplicate files and unnecessary working documents need to be managed and deleted if deemed obsolete.

4.2. Search Configuration:

4.2.1. SharePoint ® permissions can be utilized to control the visibility of specific content for the purposes of safeguarding sensitive material potentially located within sites, lists, and libraries.

4.2.2. All content is automatically set for search crawl, however, site managers have the ability to prevent site objects from being crawled by adjusting the search visibility setting at the site level, or modifying advanced settings at the library or list level. **Note:** Information will not appear in the search results immediately. Information is made available to the search engine once it has been indexed. Information indexing occurs once a day, thus information will not be available until the next day.

4.2.3. Site search visibility will be managed by the base site owner using the Search Visibility settings under the List Settings.

4.3. SharePoint® Development. Adding client side scripting to out-of-the-box web parts is authorized. For example, adding JavaScript to the content editor web part is allowed.

4.4. Branding.

4.4.1. Master page editing is not authorized. USAFE uses the AF EIM site templates which restrict the ability to edit master pages. The branding elements provided by AF are generic enough to accommodate both USAFE and tenant organizations.

4.4.2. Themes. Site Owners are not authorized to change portal themes, styles, background colors, borders, or other page elements.

4.5. SharePoint® Designer. Microsoft SharePoint ® Designer is not authorized by Site Owners, Site Managers or End users; improper use of designer can cause system malfunctions.

4.6. SharePoint® Web Parts.

4.6.1. Third party web parts are not authorized. Third party web parts can have hidden malicious code and contents and pose a security threat to our network. If a third party web part is required, coordinate with Higher Head Quarters Web Development department & System Administrators USAFE/A6CK, for approval.

4.6.2. All sites will be standardized according to the Site Administrator standards and guidance.

4.7. Deleting Sites and Workspaces.

4.7.1. To avoid the stagnation of information within the environment, organizations must ensure the accuracy and relevance of information within their sites.

4.7.2. The automatic site deletion feature will be disabled. This will require site owners and site managers to monitor the activity on sites and workspaces. Sites and workspaces inactive for 90 days or longer should be deleted by the site manager.

4.8. Site Content & Management.

4.8.1. All sites will exclude content that falls within the following categories:

4.8.2. Records Management Official files

4.8.3. All sites will be limited to content that falls within the following categories:

4.8.4. Technical Orders (TOs)

4.8.5. Community of Practice documentation, Shared drive and Restricted drive documents, Archived data.

4.9. EIM SharePoint ® Administration:

4.9.1. Backups. Full backups are done on a weekly basis (Sunday) and differential backups are done daily. Full backup data is retained for 7 days and is deleted only after a more recent backup is verified.

4.9.2. Recycle Bin. Use the SharePoint® built-in recycle bin to restore an accidentally deleted file. The data will remain in the recycle bin for 30 days.

4.9.3. Blocked File Types. Files that may cause system vulnerabilities or security risks are blocked and cannot be uploaded to the system. Upload of a blocked file will result in a Warning Notice. By default, several standard file extensions are blocked, including any file extensions that are treated as executable files by Windows Explorer. See Attachment 4 for list of blocked file types.

4.9.4. Default Maximum Upload Size. The default maximum upload size of a file is 50 MB.

4.9.5. Storage. Initially each top site is set with 50 MB of storage space. Automatic notices are sent to the EIM-SharePoint® Administrators and Site Owners at the 50 MB, 500 MB, and 1GB thresholds requesting more storage. Site managers will ensure a current content review is conducted. Thereafter, storage space is increased at 2GB increments. Site Collections may not exceed 100GB due to performance issues. My Site storage space is 25 MB.

4.10. Site Procedures for Site Owners and End Users. All organizational sites will have site contact information displayed.

4.11. USAFE Site Taxonomy. The site taxonomy is per the AF TO 00-33D-3001, *AF Enterprise Information Management (EIM) Procedures for Site Owners and End Users* (Chapter 2).

5. Personally Identifiable Information (PII)

5.1. Site owners and site managers need to have a heightened awareness of high-impact PII (for example, Social Security Number) stored and accessed through SharePoint®. Access to documents containing PII should never be given to groups of individuals unless each person had an official need to know of the information to perform their job. See AFI 33-332, paragraph 1.1.4.10 and 1.1.5.

5.2. Site managers should limit the number of people with administrative privileges in SharePoint ® to ensure access and control is not compromised.

6. Records Management. Records play a vital role in managing and operating Air Force activities. EIM-SharePoint ® is not authorized to store official records and is not an official records repository. Manage official records in the EIM-SharePoint® environment according to the Air Force Electronic Records Management (ERM) Solution. Contact your local records professional for specific office filing procedures.

KYLE W. ROBINSON, Col, USAF
Commander, 48th Fighter Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI11-215, *USAF Flight Manuals Program*, 22 December 2008

AFPD 33-3, *Information Management*, 8 September 2011

AFI 33-332, *Privacy Act Program*, 16 May 2011

AETCI 33-303, *Communications and Information*, 28 February 2012

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

TO 00-33D-3001, *AF Enterprise Information Management (EIM) Procedures for Site Owners and End Users*, 15 September 2009

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

EIM—Enterprise Information Management

EIS—Enterprise Information Services

ERM—Electronic Records Management

FOUO—For Official Use Only

GB—Gigabyte

MB—Megabyte

NIPRNet—Non-Secure Internet Protocol Router Network

OPR—Office of Primary Responsibility

OI—Operational Instruction

PII—Personally Identifiable Information

SIPRNet—Secure Internet Protocol Router Network

SSN—Social Security Number

TO—Technical Order

Attachment 2

SAMPLE UNIT SITE MANAGER APPOINTMENT MEMORANDUM

DEPARTMENT OF THE AIR FORCE
48TH FIGHTER WING (USAFE)



Date

MEMORANDUM FOR 48 FW SITE COLLECTION ADMINISTRATORS

FROM: [YOUR UNIT]

SUBJECT: Appointment of SharePoint ® Unit Site Manager

- 1. The following individuals are appointed as Unit Site Managers for the [YOUR UNIT].

NAME (title and rank)	EMAIL	OFFICE SYMBOL	DUTY PHONE	DEROS	DATE TRAINED

- 2. If you have any questions, please contact the 48 CS/SCOK SharePoint ® Team on 226-3135 or 226-2542, or email us at 48cs.scok@lakenheath.af.mil.

- 3. This memorandum supersedes all previous memorandums of the same subject.

[SIGNATURE BLOCK OF YOUR UNIT
COMMANDER]

Attachment 3

PERMISSION LEVEL DESCRIPTION

Table A3.1. Permission Level Descriptions.

Permission Level Descriptions	Visitors	Read-only access to the Web-site(s) in question.
	Members	Have the ability to view, add, and modify content and documents to existing lists and libraries. (Contribute, Read)
	Content Managers	Have the ability to view, add, and modify content and documents to existing lists and libraries as well as add and customize pages, lists and libraries. Also, has all List & Personal Rights and can add and customize pages. (Design, Approve, Contribute, Read)
	Site Managers	Have all content manager rights as well as the right to add, modify and delete sites and sub-sites. (Manage Hierarchy, Design, Approve, Contribute, Read)
	Site Owners	Have full administrative control of the SharePoint ® site

Attachment 4

BLOCKED FILE EXTENSIONS**Table A4.1. Blocked File Extensions.**

Ade	Adp	App
Asa	Ashx	Asmx
Asp	Bas	Bat
Cdx	Cer	Chm
Class	Cmd	Cnt
Com	Config	Cpl
Crt	Csh	Der
Dll	Exe	Fxp
Gadget	Hlp	Hpj
Hta	Htr	Htw
Ida	Idc	Idg
Ins	Isp	Its
Jse	Ksh	Ink
Mad	Maf	Mag
Mam	Maq	Mar
Mas	Mat	Mau
Mav	Maw	Mda
mdb	Mde	Mdt
Mdw	Mdz	Msc
Msh	Msh 1	Msh1 xml
Msh2	Msh2xml	Mshmxl
Msi	Msp	Mst
Ops	Pcd	Pif
Prf	Prg	Printer
Pst	Reg	Rem
Scf	Scr	Shb
Shs	Stm	Shtml
Soap	Stm	url
Vb	Vbe	Ws
Wsc	Wsf	wsh