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Cyber

**SHARED DRIVE FOLDER ACCESS
MODIFICATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This air wing instruction implements Department of the Air Force Manual (DAFMAN) 17-1304, *Identity, Credential and Access Management (ICAM)*, 18 August 2021. This publication applies to the military, civilian, contractors, Air Force (AF) personnel, members of the Air Force Reserve; individuals and organizations authorized by an appropriate government official to manage any portion of the Air Force Information Network at Westover Air Reserve Base (WARB). Ensure that all records created because of the processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, 23 March 2020; and disposed of IAW the Air Force Records Information Management System and Records Disposition Schedule. 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*, 22 September 2009; route AF Form 847 to 439th Communications Squadron, Knowledge Operations (439 CS/SCOK), Westover Air Reserve Base, 800 Eagle Drive, Chicopee, Massachusetts 01022-1534.

1. Overview. WARB has implemented a local method for the Information Assurance Officer (IAO) Express tool and shared drive access modification requirements, in accordance with DAFMAN 17-1304, ICAM, Chapter 5, Section 5.4.4.4.2.

2. Previously, the authorization process utilized a Department of Defense (DoD) Form 2875, System Authorization Access Request (SAAR), for all access granted. The Share Drive Access Modification Form has been adopted. It will function to provide access to users who already have initial access to the WARB network and require additional or different folder access to share drive

folders resulting from a change or additional job responsibilities as per DAFMAN 17-1304. This form can only be used for authorized, non-privileged users, e.g. users that do not have elevated or admin privileges and must be signed by a data owner.

3. Levels of Authorization as defined by DAFMAN 17-1304, para 5, that may utilize the share drive access modification checklist, are defined below.

3.1. Authorized user is any appropriately cleared individual required to access a DoD Information System (IS) or assist in a lawful and authorized government function requiring an approved IS.

3.2. Non-privileged user is also known as a subscriber requiring basic access to unclassified and classified IS based on their assigned duties and responsibilities.

3.3. Data owner is an authority that is appointed by the squadron commander to approve access requests to the squadron share drives. The Data Owner/Designated Representative will be the final authority to approve granting access to the Squadron Share drives.

4. Procedures for requesting access modification.

4.1. Users will request share drive access modifications utilizing the Share Drive Access Modification Form. The following information is required:

4.1.1. Name (Last, First M.)

4.1.2. Civilian Grade/Rank.

4.1.3. Group/Squadron/Office Symbol.

4.1.4. Electronic Data Interchange Personal Identifier (EDIPI), 10 digits on the back of a Common Access Card (CAC).

4.1.5. Official Email Address.

4.1.6. Purpose/Justification for Access Modification.

4.1.7. All Folder Access No Longer Required.

4.1.8. Losing Supervisor Signature, required if changing position or unit, will review the request and verify the user's need-to-know. To include all folder access no longer required.

4.1.9. List All Folder Access Required. Including Read/Write Access.

4.2. Gaining/Current Supervisor Signature will review the request and verify the user's need-to-know. To include only required folder access.

4.2.1. Data Owner/Designated Representative will review the request and ensure the user requires access to the requested folder path for their assigned duties. They will then forward the signed request to the Communication Focal Point (CFP) via email to: 439cs.scosf@us.af.mil.

4.2.2. The CFP will review the request and make required updates to the IAO Express tool. When reviewing the request, the CFP will ensure:

4.2.2.1. The user's Cyber Awareness training is up to date.

4.2.2.2. The requesting user has permission from the Losing Supervisor if applicable/Gaining Supervisor and Data Owner.

5. Roles and Responsibilities.

5.1. The 439th Communications Squadron (439 CS) will:

5.1.1. Manage and maintain the local Share Drive Access Modification Form, 439th Airlift Wing (439 AW) Form 7, for all Westover employees.

5.1.2. Process all local access modification requests.

5.2. Commanders will:

5.2.1. Ensure that users are granted only the required level of access for their assigned duties.

5.2.2. Appoint Information Owner Approval Authorities for squadron-level folders.

5.3. Supervisors will:

5.3.1. Review and approve modifications to share drive folder access required for users' assigned duties.

5.3.2. Ensure that when losing users, share drive folder access is appropriately modified to limit access to folders no longer required for new assigned duties.

5.4. Information Owner Approval Authorities will review all requests for folder access from users outside their assigned squadron/group and ensure access is necessary.

6. Access to electronic records management (ERM).

6.1. Complete the Share Drive Access Modification Form.

6.1.1. Name (Last, First M.).

6.1.2. Civilian Grade/Rank.

6.1.3. Group/Squadron/Office Symbol.

6.1.4. EDIPI - 10 digits on back of CAC.

6.1.5. Official Email Address.

6.1.6. Purpose/Justification for Access Modification.

6.1.7. All Folder Access, No Longer Required.

6.1.8. Losing supervisor signature, required if changing position or unit, will review the request and verify the user's need-to-know. To include all folder access no longer required.

6.1.9. List all folder access required, including Read/Write access.

6.1.10. Gaining/Current Supervisor Signature will review the request and verify the user's need-to-know. To include only required folder access.

6.1.11. The Data Owner/Designated Representative will review the request and ensure the user requires access to the requested folder path for their assigned duties.

6.2. Complete records management training in myLearning: <https://lms-jets.cce.af.mil/>, either Records Management-Commander/Designated Point of Contact, or Records Management-User.

6.3. Complete the one of the following. These documents are found on 439 AW SharePoint site:

<https://usaf.dps.mil/sites/439AW/439MSG/439CS/SCOK1/439AWRM/Forms/AllItems.aspx>.

6.3.1. As the Commander of Records or a Commander Directed Authority, complete ERM-Unit-LastName-CC_CKLIST

6.3.2. As Records Manager/Unit Privacy Monitor, complete ERM-Unit-LastName-RM_CKLIST

6.3.3. As a User (Read Only) complete ERM-Unit-LAST NAME-USER_CKLIST.

6.4. Once the member's Records Management Training Certificate, ERM Checklist and Share Drive Access Modification Form are completed, submit documents to the 439cs.scosf@us.af.mil.

6.5. The CFP will submit a ticket using the Service Now Application (SNAP) with attachments on behalf of the member and send the request to the 439 CS/SCOK office. Request for access and all documents will be submitted through SNAP with appropriate documents. Access will be provided within 5 business days.

GREGORY D. BUCHANAN, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-326, *Preparing Official Communications*, 31 July 2019

AFMAN 33-396, *Knowledge Management*, 12 August 2019

DAFH 33-337, *The Tongue and Quill*, 27 May 2015

DAFMAN 17-1304, *Identity, Credential, and Access Management (ICAM)*, 28 December 2023

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DD Form 2875, *System Authorization Access Request (SAAR)*, May 2022

Prescribed Forms

439 AW Form 7, *Share Drive Access Modification Form*

Adopted Forms

DAF Form 673, *Department of the Air Force Publication/Form Action Request*, 12 October 2022

Abbreviations and Acronyms

AF—Air Force

AFDPO—Air Force Departmental Publishing Office

AFH—Air Force Handbook

AFI—Air Force Instruction

AFIMPT—Air Force Information Management Publishing Tool

AW—Airlift Wing

CAC—Common Access Card

CFP—Communication Focal Point

CS—Communication Squadron

DAFMAN—Department of the Air Force Manual

DoD—Department of Defense

EDIPI—Electronic Data Interchange Personal Identifier

ERM—Electronic Records Management

IAW—In accordance with

ICAM—Identity, Credential, and Access Management

IS—Information System

OPR—Office of Primary Responsibility

SAAR—System Authorization Access Request

SNAP—Service Now Application

WARB—Westover Air Reserve Base