

**BY ORDER OF THE COMMANDER  
OF THE 58 SPECIAL OPERATIONS  
WING**

**58 SPECIAL OPERATIONS WING  
INSTRUCTION 33-1**

**21 DECEMBER 2022**



***Communications and Information***

**58 SOW SHAREPOINT ONLINE  
GUIDANCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing web site at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 58SOW/KOM

Certified by: 58 SOW/CA  
(Ms. Denise Boyd)

Pages: 4

---

This instruction implements guidance and procedures for the 58 Special Operations Wing (SOW) SharePoint Online environment and applies to all units that utilize the 58 SOW SharePoint Site Collections. Submit suggested changes to this instruction to the office of primary responsibility (OPR) on AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.my.af.mil/afrims/afrims/afrims/rim.cfm>. Attachment 1 contains a glossary of the references and supporting information used in this publication. 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 For.

**1. Customer Base.** The customer base for the 58 SOW KOM Office for SharePoint Online (SPO) related issues is any units or users that utilize the 58 SOW SPO sites.

**2. Roles and Responsibilities:**

2.1. Site Collection Administrators:

- 2.1.1. Only 58 SOW/CSC personnel are authorized to be Site Collection Administrators.
- 2.1.2. Maintain site collections and sites belonging to the 58 SOW.
- 2.1.3. Create sites and manage permissions for all 58 SOW Sites.
- 2.1.4. Provides local or virtual training sessions for 58 SOW personnel.
- 2.1.5. Maintain all appointment memorandums of Site Owners for the 58 SOW SPO environment.
- 2.1.6. Provide support to Site Owners and end users for any SPO related issues on the 58 SOW SPO sites.

2.2. Site Owner:

- 2.2.1. Will complete training provided by the 58 SOW Knowledge Management Office or CBTs mandated by the Knowledge Management Office before being granted Full Control Permissions.
- 2.2.2. Conducts day-to-day administration and support for assigned SharePoint sites, to include managing site permissions and information for the sites appointed under them.
- 2.2.3. Assist users on how to use SharePoint functionalities. User can also contact the 58 SOW KOM office for assistance for any issues that arise with SPO.
- 2.2.4. Will conduct monthly scans for any Privacy Act Information. If Privacy Act information is found Site Owners will ensure that everyone with access has a need to know to the information.
- 2.2.5. Shall conduct content review of their respective sites and workspaces once every 180 days. A Last content review section is located at the bottom of each organizational site and the date will be annotated upon completion.

**3. SharePoint Online Administration**

- 3.1. Each unit site will have a Site Owner appointed by the commander or delegated authority. If a site is under a Unit's main site then the Site Owner of the Unit site is responsible for any scans, reviews and updates.
- 3.2. **SharePoint Designer** . Microsoft SharePoint Designer is not authorized for Site Owners or End users. Improper use of designer can cause system malfunctions.
- 3.3. Site owners need to monitor the activity on sites and workspaces. Unused sites and workspaces should be requested to be deleted if the site has been inactive for 90 days.
- 3.4. Only the SCAs and Site Owners are authorized to have Full Control Permissions.

3.5. Permission groups will be the primary method to grant access to 58 SPO sites and utilized whenever possible.

3.6. Unit sites, at a minimum, will have mission, vision, leadership and contact information to the CSS.

3.7. Unit sites will have mission, vision and leadership on the home page.

**4. Records Management.** Records play a vital role in managing and operating Air Force activities. SharePoint Online is not authorized to store official records and is not an official records repository. Records may be placed on SharePoint for reference only. Manage all official records according to the 58 SOW Records Management plan. Contact the Base Records Manager, your Unit Records Manager or your Office POC for filing procedures.

Jonathan W. Graham, Col, USAF  
Commander, 58 SOW

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

AFI33-332, *Air Force Privacy and Civil Liberties Program*, 10 Mar 2020

AFI33-322, *Records Management and Information Governance Program*, 22 Mar 2020

***Prescribed Forms***

*None*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AETC**—Air Education Training command

**CBT**—Computer Based Training

**EIM**—Enterprise Information Management

**KOM**—Knowledge Operations Management

**IAW**—In accordance with

**SCA**—Site Collection Administrator

**SOW**—Special Operations Wing

**PII**—Personal Identifiable Information