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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*. It provides guidance and procedures on Yokota Air Base's (YAB) Enterprise Information Management (EIM) SharePoint process. It applies to the 374th Airlift Wing (374 AW), mission partners, military, civilian, contractors, and local nationals who utilize Yokota's EIM-SharePoint environment. This publication may be implemented or supplemented at any level, but all publications and/or supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Force.

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1. Purpose and Description.

1.1. The 374th Communications Squadron Knowledge Management Office (374 CS/SCXK) is responsible for establishing policy for the YAB EIM-SharePoint program. This document sets forth guidance and procedures for the YAB EIM-SharePoint environment and applies to all YAB units 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 process. The EIM-SharePoint environment is not to be used for storage purposes such as shared drives. This instruction covers Roles and Responsibilities, EIM-SharePoint environment, Personally Identifiable Information, Records Management, and Notice and Consent Banners.

1.2. Scope:

1.2.1. **SharePoint Capabilities.** YAB Knowledge Management Office provides SharePoint Standard Edition to provide a base-wide capability for creating, searching, displaying, and storing information in a collaborative environment.

1.2.2. **Customer Base.** The customer base includes the organizations, units, and tenant units supported by the YAB Non-Secure Internet Protocol Router Network (NIPRNet) and Secure Internet Protocol Router Network (SIPRNet). Organizational SharePoint sites are available for each organization and unit, as well as major tenant organizations. Site Collection Administrators (SCA) and unit Content Managers can create sub-sites in SharePoint to support operational needs. Each unit site is allocated space to store content in the EIM-SharePoint environment.

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

2. Roles and Responsibilities:

2.1. The 374th Communications Squadron (374 CS) oversees the YAB EIM SharePoint program.

2.2. Base Communications Squadron Commander:

2.2.1. Appoints in writing a primary and alternate Site Collection Administrator for EIM-SharePoint and forward memorandum to PACAF CSS/CC. (See [Attachment 2](#) for a sample Site Collection Owner appointment memorandum.)

2.3. Site Collection Administrators (SCA) will:

2.3.1. Provide customer support for all YAB EIM Content Managers in the form of training, consulting services on tool usage, day-to-day assistance, and troubleshooting.

2.3.2. Manage Content Manager permissions.

2.3.3. Maintain an organized network of Content Managers along with appointment memorandums and training certificates.

2.3.4. Ensure Content Managers are trained on the locally provided training requirement within 60 days of appointment and grant permissions after training is complete.

2.3.5. Provide support for maintaining and administering SharePoint features, including daily monitoring, troubleshooting, and performance analysis of the system specifically supporting YAB capabilities.

2.3.6. Continuously monitor and analyze the YAB EIM environment for performance issues and employ enhancements when required.

2.3.7. Perform regular system checks ensuring AF security and system compliance.

2.3.8. Maintain top-level site collections such as <https://usaf.dps.mil/sites/yokota/Pages/default.aspx>

2.3.9. Create sites, assign permissions, and request Active Directory (AD) security groups IAW AFPD 33-3, *Information Management*, AF EIM Procedures for Content Managers and End Users.

2.3.10. Complete AF EIS training administered by AF eLearning.

2.3.11. Establish local training sessions using AF EIS training as provided by AF e-Learning. Training may include local operating procedures or requirements.

2.3.12. Notify Content Managers to review and move any stagnant information before increasing site storage.

2.3.13. Assist users on how to use SharePoint functionality IAW AFPD 33-3, *Information Management*.

2.4. Content Manager:

2.4.1. Each base-level unit, principal staff office within an organization, and Wing Staff Agency will appoint a Content Manager in writing and submit to the 374 CS/SCXK office. (See [Attachment 3](#) for a sample Content Manager appointment memorandum.)

2.4.2. Must complete EIM-SharePoint training provided by the 374 CS/SCXK office.

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

2.4.4. Will assist users on how to use SharePoint functionality IAW AFPD 33-3.

2.4.5. Will provide end user training.

3. EIM SharePoint Environment. The YAB EIM-SharePoint environment is accessible at <https://usaf.dps.mil/sites/yokota/Pages/default.aspx>. YAB provides a standardized electronic collaborative workplace using the following business procedures/practices:

3.1. EIM SharePoint Administration:

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

3.1.2. 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 Google Chrome and Microsoft Edge. See [Attachment 5](#) for list of blocked file types.

3.1.3. Default Maximum Upload Size. The default maximum upload size of a file is 20GB. The Microsoft SQL server maximum upload limit is 2GB. Content Managers can submit request to the 374 CS/SCXK office to increase the upload size. Default maximum upload size is restored back to default of 20GB within 24 hours of the approved change request.

3.1.4. Storage. Initially each top site is set with 1TB of storage space. Automatic notices are sent to the EIM-SharePoint Administrators and SCAs at the 250GB, 500 GB, and 1TB thresholds requesting more storage. SCAs will ensure a current content review is conducted and documented. Thereafter, storage space is increased at 2GB increments. Site Collections may not exceed 1TB due to performance issues.

3.2. Search Configuration:

3.2.1. Sites, lists, and libraries are not hidden from search for security consideration. Use SharePoint permissions to control visibility of content.

3.2.2. All content is automatically set for search crawl, however, SCAs and Content Managers have the ability to prevent site objects from being crawled by adjusting 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 search engine once it has been indexed. Information indexing occurs once a day, thus information will not be available until the next day.

3.3. SharePoint Development.

3.3.1. Adding client side scripting to out of the box (OOTB) web parts is authorized. For example, adding JavaScript to the content editor web part is allowed. All users and Content Managers will be responsible for any non-OOTB solutions created/designed. The 374CS/SCXK office will not maintain non-OOTB solutions created by users or Content Managers. Keep in mind, these solution should not modify the layout, theme, design, or elements of the site(s).

3.3.2. Server side development encompasses any functionality added to the YAB EIM SharePoint environment that cannot be accomplished by a user within the SharePoint interface. Development includes custom code, products produced or modified within SharePoint Designer, branding, Master Pages, custom templates, custom site definitions, and custom workflows. All SharePoint software programs, applications, source code, object code, documentation and data shall be guarded and protected as property of the United States Air Force. No modification will be made to the environment without proper Change Control Board (CCB) approval, development, testing, and Certification and Accreditation (C&A) procedures.

3.4. Branding.

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

3.4.2. Themes. Content Managers or end users are not authorized to change portal themes, styles, background colors, borders, or other page elements. Sub-sites should mirror theme, style background colors, border, and page elements of parent site.

3.5. SharePoint Designer. Microsoft SharePoint Designer is not authorized.

3.6. SharePoint Web Parts and Apps. Third party web parts and apps are not authorized. Third party web parts and apps can have malicious codes and content and pose a security threat to our network.

3.7. Deleting Sites and Workspaces.

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

3.7.2. The automatic site deletion feature will be disabled. This will require SCAs and Content Managers to monitor the activity on sites and workspaces. Unused sites and workspaces should be deleted by the Content Manager if there is inactivity for 180 days.

3.8. Site Management and Support:

3.8.1. Permissions Levels. See [attachment 4](#).

3.8.2. Site Contact Information. All organizational sites will have site contact information displayed.

3.8.3. Content Review. Content Managers will conduct content review and cleanup of their respective sites and workspaces once every 180 days. Ensure the sites and workspaces follow the guidelines established in this guide. Most importantly, duplicate files and unnecessary working documents need to be managed based on the Records Management lifecycle. Content Managers and Unit Records Managers should team up in this effort to maintain document integrity and records management. Documents within the completed or finished project site must be managed in accordance with the Records Management Disposition. Records are not authorized to be stored in the EIM SharePoint environment.

3.8.4. See [Attachment 6](#) for YAB EIM Support Workflow diagram.

4. Personally Identifiable Information (PII).

4.1. SCAs and Content Managers need to have a heightened awareness of high impact PII, it is not allowed on SharePoint. This includes, but is not limited to, information such as recall rosters, personnel rosters, lists or spreadsheets. Other common examples of PII can include a Social Security Number (SSN), driver's license or state identification number, passport number, biometric identifier (e.g., fingerprint, iris scan, voiceprint), home address, home or cell phone, or full date of birth and should not be stored on SharePoint. Access to documents containing PII should never be given to groups of individuals unless each person has an official

need to know the information to perform their job. PII is not authorized on YAB EIM SharePoint. At minimum, monthly scans of the Yokota SharePoint site are required by AFI 33-332, paragraph 2.8.3. If unprotected PII data is discovered during the scan, safeguard PII; then, submit a collective PII breach report in accordance with AFI 33-332 PII Breach Reporting Guidelines.

4.2. SCAs will limit the number of people with administrative privilege in SharePoint to ensure access and control are not compromised.

5. Controlled Unclassified Information (CUI).

5.1. CUI is unclassified information requiring safeguarding and dissemination controls, consistent with applicable law, regulation, or government-wide policy. CUI is not authorized on YAB EIM SharePoint.

5.2. If CUI is discovered during the scan process, it will be safeguarded and the owning unit security manager will be notified in accordance with DoDI 5200.48-DAFI 16-1403, *Controlled Unclassified Information*.

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. Contact your Unit Records Manager for specific office filing procedures.

7. Notice and Consent Banner. As the YAB EIM-SharePoint is a web-enabled application and not a website, notice and consent banners will not be displayed.

ANDREW J. CAMPBELL, Colonel, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 28 Jul 2021 AFPD 33-3, *Information Management*, 8 Sep 2011

DoDI 5200.48-DAFI 16-1403, *Controlled Unclassified Information*, 5 October 2021

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AD—Active Directory

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CCB—Change Control Board

CUI—Controlled Unclassified Information

C&A—Certification and Accreditation

ERM—Electronic Records Management

EIM—Enterprise Information Management

GB—Gigabyte

MAJCOM—Major Command

MB—Megabyte

MOSS—Microsoft Office SharePoint Server

NIPRNet—Non-Classified Internet Protocol Router Network

OPR—Office of Primary Responsibility

POC—Point of Contact

PII—Personally Identifiable Information

RDS—Records Disposition Schedule

SCA—Site Collection Administrators

Terms

Announcements—The announcements area is the area that you will use to let the users in your SharePoint site know what is going on. The announcements area is visible from the Home page and used for posting general messages for site users.

Branding—The customizing of the standard portal site "look and feel" using Microsoft SharePoint Designer or Visual Studio.

Calendar—Use a calendar to post important dates/schedules for your group. Examples include maintenance schedules, duty rotations, etc.

Collaboration—Collaborative tools facilitate the interaction among two or more individuals and encompass a variety of behaviors, including communication, information sharing, coordination, cooperation, problem solving, and negotiation.

Content Manager—A user who can create lists and libraries, contribute to lists and libraries, and assign user permissions.

Controlled Unclassified Information (CUI)—Types of information that require application of controls and protective measures for variety of reasons.

Documents—After documents have been added to a document library you can edit the documents, use the Check In/Check Out feature and view all versions of a document. If you cannot perform any of these processes you may not have permission and should contact your site owner.

Documents Library—Document libraries are the most general form of libraries, being able to store virtually any type of Microsoft Office document.

End User—Has the ability to view, add, and modify content and documents.

Library—An area where a collection of files is stored. The two types of libraries available are document libraries and picture libraries.

List—A list is a collection of information items displayed in an area or on a site. List types include: announcements, links, contacts, events, tasks and issues. Custom lists can be created to store many other kinds of information.

Master Page—Master Pages are a template that other pages can inherit from to keep consistent functionality. The pages that inherit from Master Pages are referred to as content pages. Master Pages allow the developer to keep consistent, reusable, web-based code (html, css, javascript, etc.) in one high level place, so the content pages can concentrate on their specific web-based code. This allows for easily manageable web-based applications.

Recycle Bin—The SharePoint **Recycle Bin** is the storage location where deleted files go for a period of time. It can be restored for up to 30 days by users. **Note:** Documents will be restored back to their original location. Site owners also have the ability to view the recycle bins of other users.

Searching—SharePoint sites have a search feature that allows you to search the whole site or a particular list. These searches find results within Office documents and PDFs.

SharePoint—Automation tool selected to provide the user interface and document collaboration piece of EIM.

SharePoint Server Farm—Multiple machines running services for SharePoint.

Site Collection—A group of sites that exists under a top-level site and have the same owner.

Site Collection Administrator—Has full control of a top-level site and all of its sub-sites.

Subsite—A separate site, with individual permissions and content, stored within a main site (top-level site).

Themes—SharePoint themes represent a collection of graphics and cascading style sheets that can modify how a Web site looks. The SharePoint site settings interface provides the ability for both site administrators and site owners to customize the look and feel of their site by selecting from a pre-defined list of available site themes.

Third Party Software—Software developed by vendors

Types of Site Content—There are two basic types of content in a SharePoint site: lists and libraries.

Web Part—A customizable web page element that is typically used to display data from lists and libraries on site pages.

Workflow—A workflow is a natural way to organize and run a set of work units, or activities, to form an executable representation of a work process. This process can control almost any aspect of a work unit to include the life cycle. The workflow is flexible enough to model both the system functions and the human actions necessary for the workflow to complete.

Attachment 2

SAMPLE SITE COLLECTION ADMINISTRATOR APPOINTMENT MEMORANDUM

Figure A2.1. Sample Site Collection Administrator Appointment Memorandum.



CONTROLLED UNCLASSIFIED INFORMATION
DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

10 September 2021

MEMORANDUM FOR HQ PACAF/CSK

FROM: 374 CS/CC
Unit 5081
APO, AP 96328-5081

SUBJECT: Appointment of Base Site Collection Administrators (SCA)

1. The following individuals are appointed as Yokota Air Base Knowledge Management Center SCAs:

Rank / Name	Office Symbol	Duty Phone	DEROS

2. SharePoint Site Collection Administrators will perform monthly scan of their sites for PII data, delete and/or safeguard, and submit a collective breach report (Department of Defense Form 2959) in accordance with AFI33-332 2.8.3.

3. This letter supersedes all previous appointment letters in reference to this subject matter. If you have any questions, please contact the Knowledge Management Center at DSN (315) 225-8205 or via email at 374CS.SCXKKnowledgeManagement@us.af.mil.

FIRST MI LAST, Rank, USAF
Commander

Attachment 3

SAMPLE CONTENT MANAGER APPOINTMENT MEMORANDUM

Figure A3.1. Sample Content Manager Appointment Memorandum.



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

MEMORANDUM FOR 374 CS/SCXK, Content Management

FROM: UNIT/Office

SUBJECT: Appointment of SharePoint Content Managers.

1. The following individuals are appointed as SharePoint Content Managers for UNIT.

<u>Rank/Name</u>	<u>Office Symbol</u>	<u>Duty Phone</u>	<u>DEROS</u>
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2. The above named personnel have or will receive the technical training required for the position.

3. They have overall ownership and management responsibilities for their organizations set of content on SharePoint sites.

4. Oversee organizations implementation of the SharePoint program.

5. Responsible for timeliness, accuracy and maintenance of the content published.

6. SharePoint Content Managers will perform monthly scan of their sites for PII data, delete and/or safeguard, and submit a collective breach report (Department of Defense Form 2959) in accordance with AFI33-332 2.8.3.

7. Coordinates with Base Content Management for any issues concerning the SharePoint.

8. This letter supersedes all others, same subject.

FIRST MI LAST, Rank, USAF
Commander

Attachment 4
PERMISSION LEVELS

A4.1. Permission Levels.

A4.1.1. Customized permissions levels are prohibited on YAB EIM SharePoint.

Figure A4.1. Permissions Level Descriptions.

Permission Level Descriptions	Full Control	Has full control.
	Design	Can view, add, update, delete, approve, and customize.
	Edit	Can add, edit, and delete lists/libraries; can view, add, update, and delete list/library items and documents.
	Contribute	Can view, add, update, and delete list/library items and documents.
	Read	Can view pages and list/library items and download documents.
	View Only	Can view pages, list/library items, and documents. Cannot download documents.
	Limited Access	Can browse to specific content. Displayed as a place holder for path to accessible content. (cannot be assigned; this is auto generated)

A4.1.2. The YAB SharePoint environment will utilize the below permission sets as a baseline for all site, sub-sites, and workspaces.

Figure A4.2. Permissions Levels.

	Limited Access	Visitor	Reader	Member	Content Manager	Site Collection Admin
Out-of-the-Box Permission Levels						
Full Control					X	X
Design						
Manage Hierarchy						
Approve						
Contribute				X		
Read			X			
View Only		X				
Limited Access	X					
Document Library/List Rights						
Manage Permissions					X	X
Override Checkout					X	X
Add Items				X	X	X
Edit Items				X	X	X
Delete Items				X	X	X
View Items		X	X	X	X	X
Download Items			X	X	X	X
Approve Items				X	X	X
Open Items		X	X	X	X	X
View Versions		X	X	X	X	X
Delete Versions				X	X	X
Create Alerts		X	X	X	X	X

Attachment 5

BLOCKED FILE EXTENSIONS

Figure A5.1. Blocked File Extensions.

ade	ida	msh2	wsf
adp	idc	msh2xml	wsh
app	idq	mshxml	
asa	ins	msi	
ashx	isp	msp	
asmx	its	mst	
asp	jse	ops	
bas	ksh	pcd	
bat	lnk	pif	
cdx	mad	prf	
cer	maf	prg	
chm	mag	printer	
class	mam	pst	
cmd	maq	reg	
cnt	mar	rem	
com	mas	scf	
config	mat	scr	
cpl	mau	sct	
crt	mav	shb	
csb	maw	shs	
der	mda	shtm	
dll	mdb	shtml	
exe	mde	soap	
fxp	mdt	stm	
gadget	mdw	url	
hlp	mdz	vb	
hpj	msc	vbe	
hta	msh	vbs	
htr	msh1	ws	
htw	msh1xml	wsc	

Attachment 6

YAB EIM SUPPORT WORKFLOW

Figure A6.1. YAB EIM Support Workflow.

