



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U.S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:

5200

IMO

JUN 13 2016

LETTER OF INSTRUCTION 13-16

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR THE AUDIT OF I MARINE EXPEDITIONARY FORCE (MEF) INFORMATION MANAGEMENT/KNOWLEDGE MANAGEMENT (IM/KM) PORTALS

Ref: (a) I MEFO 5200.2
(b) I MEF Staff Rules of Engagement

Encl: (1) IM/KM Audit Schedule
(2) IM/KM Portal Audit Checklist

1. Situation. The effective governance and health of the I MEF IM/KM SharePoint Portals is essential to support staff processes and enable information sharing. Per the reference (a), the Information Manager Office (IMO) and the Knowledge Management Office (KMO) will conduct a portal audit on an annual basis in order to (IOT) assist principal staff and special staff sections in configuring their sites to conform with best IM/KM practices.

2. Mission. During June and July 2016, the IMO/KMO will conduct an audit of the Non-Secure Internet Protocol Router (NIPR) and Secure Internet Protocol Router (SIPR) Portals IOT ensure all sections are in compliance with the references and to ensure the overall condition of the I MEF IM/KM Portals supports staff functions and processes.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. To ensure I MEF IM/KM portals are in adherence with reference (a) and to improve the overall state of the portals.

(b) Method. The IMO/KMO team will visit each section per enclosure (1) and will conduct a detailed assessment of both NIPR and SIPR SharePoint Portals.

(c) End-state. I MEF IM/KM portals are in adherence with policy and effectively support staff functions and processes.

(2) Concept of Operations

(a) Phase I (13 June 16 - 29 July 16). The IM/KM team will

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conduct an assessment of all SharePoint Sites over the course of this phase. The IM/KM Team will conduct in-person assessments with each staff section in accordance with enclosure (1) and using the checklist in enclosure (2) as a guideline.

(b) Phase II (01 Aug 16- 30 September 2016). The IM/KM team will assist the staff sections in correcting portal discrepancies identified in Phase I.

b. Subordinate Element Missions

(1) Information Management Officer (IMO)/Knowledge Management Officer (KMO)

(a) IMO/KMO will assign a two person team consisting of an KM/IM Subject Matter Expert (SME) and a SharePoint SME to conduct each section assessment.

(b) Assist each section with correcting deficiencies and conduct follow up to assist in correcting additional deficiencies, as necessary.

(c) Deliver a report detailing discrepancies to each section no later than (NLT) seven days after completion of assessment.

(2) Principal and Special Staff Sections

(a) Verify availability for audit to the IMO/KMO based on schedule in enclosure (1) NLT 10 Jun 2016.

(b) Ensure IM/KM Working Group Representatives and Site Owners are both available to the assessment team as per the schedule located in enclosure (1).

(c) Complete corrective action letters NLT 30 days after receipt of assessment report and request IMO/KMO support, as required.

c. Coordinating Instructions

(1) Timeline: See enclosure (1) for detailed schedule.

(2) Assessments may be completed at the staff section location provided SIPR Network is available. If not, assessments will take place at the IMO/KMO office located in building 210717T.

4. Administration and Logistics. N/A.

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5. Command and Signal.

a. Command. Points of contact are Captain Scott Humr and Mr. Nathan Frye at commercial: (760) 763-7050.

b. Signal. This Letter of Instruction is effective the date signed.


M. L. JONES
Chief of Staff

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IM/KM Portal Audit Schedule

Section	Date
G1	6 Jul
G2	7 Jul
G35	14 Jul
G4	11 Jul
G6	13 Jul
G7	12 Jul
G8	14 Jul
SSEC	27 Jun
PAO	13 Jun
IG	28 Jun
SJA	29 Jun
MHG	29 Jun
Surgeon/HSS	30 Jun
Chaplain	30 Jun

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IM/KM Portal Audit Checklist

1. Are Site Owners/Permissions Managers assigned? (MEFO 5200.2)
2. Are Site Owners/Permissions Managers certified in SharePoint? If yes, at what level? (MEFO 5200.2)
3. Are there any files within sites that have not been modified for over two years? (MEFO 5200.2)
4. IM/KM Representatives and Site Owners/Permissions Managers are conversant in the policies, procedures, roles and responsibilities as listed in the MEF SharePoint Governance Policy. (MEFO 5200.2)
5. Do section sites contain the following basic items; Dashboard, Documents Library, Links, Points of Contact, and Orders/Publications. (MEFO 5200.2)
6. Permissions structure within SharePoint is up to date and aligned with security requirements of the section. (MEFO 5200.2)
7. Are sections adhering to I MEF file naming convention? (MEFO 5200.2)
8. Is section utilizing metadata tagging? (MEFO 5200.2)
9. Is section representatives familiar with the use of the following tools? (MEFO 5200.2)
 - Task Tracker
 - Document Router
 - Request for Information Tracker
 - Integrated Staff Secretary Battle Rhythm Calendar
10. Are sections familiar with the use of additional available IM/KM Tools such as Defense Collaboration Services (DCS), InteLink, All Partners Access Network (APAN), Collaboration at Sea (CAS), and Military Suite (MILSUITE), DON-TRACKER? (MEFO 5200.2)
11. Overall, are sites structured effectively to support the mission of the sections?

Enclosure (2)



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1. DATE 24 May 2016

2. OPERATION CODE

- X ORIGINATOR OF ROUTE SHEET
- A APPROPRIATE ACTION
- B SIGNATURE
- C CONCURRENCE
- D INFORMATION
- E RETENTION
- F RETURN TO:
- G COMMENT(S)

3. SUBJECT:
IM/KM Portal Audit LOI

9. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE
ROUTINE	NHF	3 June 2016

10. ACTION OFFICER (NAME, GRADE, SECTION, EXT)

Nathan H Frye, KMO 763.7050

4. RTNG	5. OPR CODE	6. ADDRESSEES	7. DATE		8. INITIALS	
			IN	OUT	CONCUR	NON CONCUR
		CG				
		DCG				
7	C, B	COS SERGEANT MAJOR CMD MASTER CHIEF	6/3	6/10	mfy	
6	C, D	SSEC	6/3	6/3	Gov	
5	C	AC/S, G-1		6/3	AM	
		AC/S, G-2				
		AC/S, G-3				
		AC/S, G-4				
		AC/S, G-5				
		AC/S, G-6				
		AC/S, G-7				
		AC/S, G-8				
		COPS				
		FOPS				
3	C	ADJUTANT		6/2	mf	
2	C, A	ADJ CHIEF	6/1	6/2	ADM	
		IMA				
		SJA				
		PAO				
		INSPECTOR				
		SURGEON				
		CHAPLAIN				
		CAREER RETEN SPEC				
		SECURITY MANAGER				
1,4	x	IMO	5/24	5/24	NF	

11. REMARKS AND SIGNATURE:

PURPOSE: To provide I MEF Letter of Instruction (LOI) for the IM/KM Portal Audit.

DISCUSSION: All sections have been given the opportunity to review subject LOI. During June and July 2016, the IMO/KMO will conduct an audit of the Non-Secure Internet Protocol Router (NIPR) and Secure Internet Protocol Router (SIPR) Portals IOT ensure all sections are in compliance with references and to ensure the overall condition of the I MEF IM/KM Portals supports staff functions and processes.

RECOMMENDATION: Sign LOI and return to IMO/KMO for distribution across staff.

1 June 2016

received
RL Romero 6/3