



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 5271.1

MTD 1

SEP 07 2022

COMBAT CENTER ORDER 5271.1

From: Commanding General
To: Distribution List

Subj: MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND
COMBAT CENTER INFORMATION MANAGEMENT AND KNOWLEDGE MANAGEMENT PLAN

Ref: (a) MCTP 3-30B Information Management
(b) CCO 3504.1A

Encl: (1) Battle Rhythm
(2) 7-minute Drills
(3) Reports Required
(4) MAGTFTC Working Groups
(5) SharePoint Governance and Business Rules
(6) Enterprise Task Management Software Solution (ETMS2)
(7) Knowledge Management Plan
(8) Acronyms
(9) Information Management Points of Contact

1. Situation. Information Management (IM)/Knowledge Management (KM) is defined as the process of enabling knowledge flow in order to gain, share, and maintain knowledge through a deliberate, cross-functional process that facilitates a shared understanding necessary to make timely and informed decisions. Knowledge management is defined as the integration of people and processes, enabled by technology, to facilitate the exchange of operationally relevant information and expertise to increase organizational performance. Knowledge Management "complements the value of IM [information management] with processes to create an Organizational culture that encourages and rewards knowledge and information sharing to achieve shared understanding".

2. Mission. This Order, in accordance with reference (a), establishes standards and practices for the IM program in order to ensure effective solutions are employed and information is easily identifiable, accessible and properly stored by all members of the Command.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) IM/KM plan is critical to ensure that information is easily shared and accessible to enable better decision making across the Command, and to ensure information is available to all personnel for maximum situational awareness across MAGTFTC and its Major Subordinate Elements (MSEs) in order to better support decision making which allows MAGTFTC to operate more efficiently.

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(2) Concept of Operations. We will use SharePoint services as the primary means of collaboration in order to make information available. Through identification of information requirements, we will ensure that critical information is available to the decision makers. The concept of 'open access' must be used. Safeguard data critical to your organization, but facilitate open access to baseline information about your organization's functions. It is important that you identify information you have and what others need. Reporting must be posted on your site and added to the battle rhythm so all personnel are aware of what you are reporting, either it be internal or external to MAGTFTC. The IM Working Group (IMWG) will be the primary tool for refining and modifying this Order or requirements.

b. Subordinate Element Missions

(1) All Staff Sections, MSEs and Special Staff

(a) Implement and oversee the execution of this IM/KM plan, to include design, implementation, integration, and upgrade of IM tools, and continuously review its effectiveness and impact.

(b) Develop and submit your organization's information requirements that supports the commander's decision-making process for common situational awareness and understanding to the command IM Officer (IMO) (What information do I need to make decisions?).

(c) Place your organization's information on SharePoint to support decision making (What information do I have that others need?).

(d) Provide your Directorate-level internal battle rhythm events and reporting requirements to the IMO. These events should include all relevant internal and external information, reports and meetings. See enclosure (1).

(e) Appoint a primary and an alternate IM/KM representative for your organization. These personnel will participate in the IMWG who support command IM policies and procedures, recommend changes, and provide updates for staffing by the IMO and respective directors.

(f) Publicize command collaborative environment and facilitate the use of appropriate, collaborative services, systems and applications. Collaborate with site owners on IM and KM issues.

(g) Conduct continuous process improvement and assist process owners with change management.

(h) Manage the staff section level battle rhythm, 7-minute drills and KM matrix. Maintain the current version of these products and update as required by the director. Notify participants and/or the Office of Primary Responsibility (OPR) of updates as required.

(i) Maintain a repository of basic references that lay out what your organization does. Link this to the command organization and the MAGTFTC site.

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(j) Perform quarterly content review and maintenance of the https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC to ensure compliance with this Order.

(k) Standardize SharePoint pages in accordance to this Order. At a minimum, have a task organization, calendars reflecting battle rhythm events, weekly briefs with directorate level data, and points of contact listed.

(l) Utilize the reporting requirements outlined in reference (b) to identify circumstances requiring further reporting of the Commander's Critical Information Requirements (CCIR).

(m) Provide the names of users for the MAGTFTC Enterprise Task Management Software System (ETMS2) teams to the MAGTFTC Task Manager. At a minimum, the primary/main organizational team will have the Executive Officer/Deputy Director, Operations Officer, and organizational Task Manager assigned as team users.

(2) IM/KM Officer

(a) Support command IM policies and procedures, recommend changes, and updates for approval by the Chief of Staff.

(b) Disseminate command collaborative environment and facilitate appropriate collaborative services, systems and applications; maintain a listing of the current SharePoint sites and site owners.

(c) Conduct continuous process improvement and assist process owners with change management. Evaluate and leverage technological solutions and future concepts where appropriate.

(d) Provide guidance and priority of work to IM representatives and SharePoint administrators in the conduct of IM activities. Assist IM representatives in the conduct of their duties.

(e) Coordinate with higher, adjacent, and subordinate IM sections and agencies.

(f) Manage the command level battle rhythm, 7-minute drills, reports matrix and KM matrix. Maintain the current versions of these products; update the battle rhythm, 7-minute drills and reports matrix as directed by the Chief of Staff. Update the KM matrix, reports matrix and systems usage and training matrix upon notification of change from staff section IM representative. Notify participants and/or OPR of updates as required.

(g) Chair the IMWG as a periodic command level battle rhythm event.

(3) SharePoint Manager

(a) Administer and maintain site; manage file size limits and permissions levels.

(b) Assist site owners in the development of sites, custom workflows, custom web parts and establishment of permissions groups.

(c) Ensure uniformity of the top-level, staff section and special staff sites.

(d) Conduct continuous process improvement and assist process owners with change management.

(e) Provide facilitated training or direct individuals to multiple sites where online training is available for each MSE.

c. Coordinating Instructions

(1) Provide names of IM/KM personnel and SharePoint personnel to the command IMO and maintain their currency.

(2) Implement a culture of collaboration and information sharing in order to reduce or eliminate information stovepipes.

(3) Ensure sufficient personnel are trained properly to establish and maintain skills necessary to use IM/KM related tools.

(4) Share information and knowledge to support decision-making and shared understanding across MAGTF/TC and external partners as appropriate.

(5) Office 365 SharePoint Online is the primary tool for information sharing and collaboration. Other tools may be utilized as long as the SharePoint Online is maintained properly.

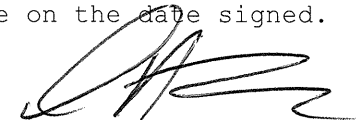
(6) Maximize the use of Microsoft Teams for collaboration and information sharing.

4. Administration and Logistics. Electronic versions of Combat Center Orders can be found at: <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/>. This Order will be reviewed annually. Recommendations for changes to this Order will be submitted to the Chief of Staff.

5. Command and Signal

a. Command. This Order is applicable to MAGTF/TC and all of its MSEs.

b. Signal. This Order is effective on the date signed.



D. A. SUGGS
Chief of Staff

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Battle Rhythm

General. MAGTFTC Battle Rhythm is the cycle of actions and events that enable the staff to effectively support the commander's decision-making. Both the volume and velocity of information processing mandates that deliberate and disciplined processes are established to rapidly facilitate effective decision-making.

a. Staff Sections are tasked with publishing staff section level battle rhythm events on each staff section's respective SharePoint calendar.

b. All Battle Rhythm events in Figure 1-1 must have a corresponding 7-minute drill in quad-chart format as per enclosure (2), Figure 2-1. 7-minute refers to the fact that the proponent staff officer has seven minutes, using the sample format in Figure 2-1, 7-minute drills, to explain to the Chief of Staff (COS) "why" that particular cross-functional staff element is necessary and how it supports the commander's decision cycle.

c. All meetings are to be held on Microsoft TEAMS with the meeting's agenda.

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Battle Rhythm

STAFF SECTION	DATE/TIME	EVENT
Command/Special Staff Level Event	Tuesday, 0900-1000	CG/COS Staff Meeting
	Thursday, 1100-1200	CG's Calendar Review
	Quarterly, 1500-1600	CG's Armed Forces Disciplinary Control Board
AC/S G-1 (HRO, Comptroller)	Thursday, 1230-1330	G-8 P&R Financial Execution review
	Monthly	CG G-1 Monthly Update
	3rd Wednesday, 1500-1600	Talent Management Working Group G-1/TECOM (TEAMS)
	Quarterly	CARB of 1st Month of Fiscal Qtr
	Annually	Upon Release of DoN Funding FY 1st Qtr PARB
	Annually	MYRWG Annually (G-8) TECOM (TEAMS)
AC/S G-3/5/7	Monday, 0900	G-3 Sync Meeting (TEAMS)
	Thursday, 0800	CSWG TECOM (TEAMS)
	Quarterly	Force Sync Conf
	Quarterly	DRRS G-3, MAGTFTC CG
AC/S G-4	Tuesday, 0730-0800	Facilities Work Board (PWD, G-4)
	Wednesday 1000-1100	G-4 Staff Meeting
	2nd & 4th Tuesday, 1330-1430	G-4/MCCS Sync Meeting
	3rd or 4th Thursday of Jan, Apr, Jul, Oct 1300-1400	Installation/Housing (LMH, G-4)
	Quarterly, 2nd Thursday of Month, 1400-1500	Facilities Planning Meeting (PWD, G-4)
AC/S G-6	Weekly Monday/Friday 0810-0900	G-6 Standup
	Tuesday, 1030-1100	G-6 Change Management Board
	Bi-Monthly, Every Other Wednesday	G-6/1st Network Sync

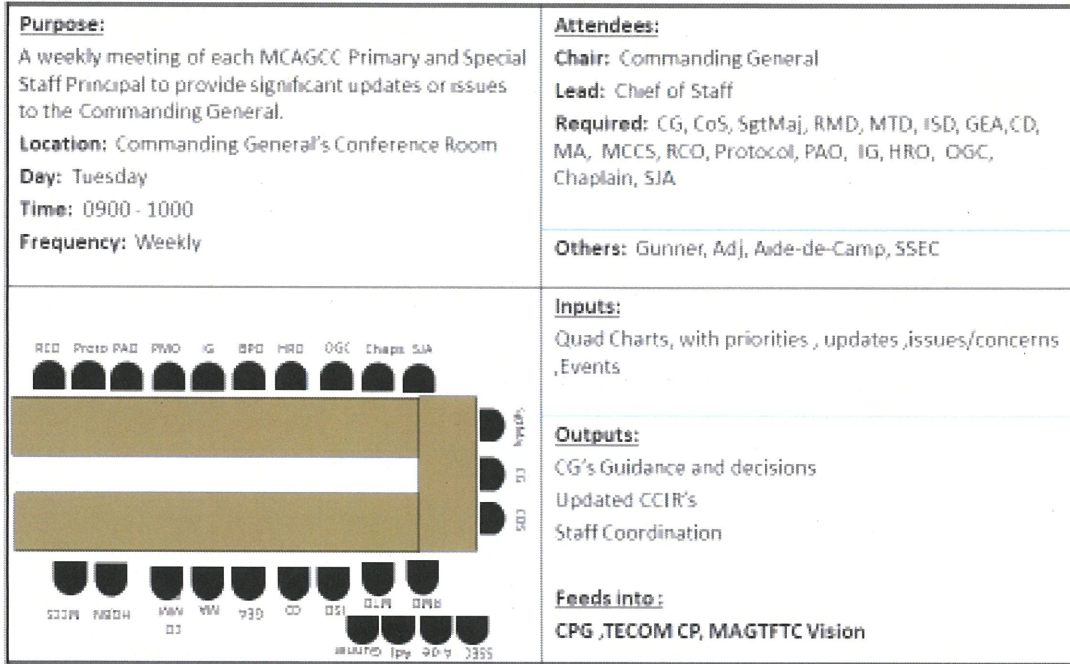
Figure 1-1

7-Minute Drill

Unclassified



CG's/COS Staff Meeting



Unclassified

Figure 2-1

All other 7-Minute Drills will be posted at the G3/5/7_IMO_TEAMS
https://dod.teams.microsoft.us/1/team/19*3adod*3ad0910c7c43f14f35ad16e5bdb44af990%40thread.skype/conversations?groupId=23ddc242-9fa4-4c06-afa6-13a1a6f36c70&tenantId=f4c44G-6a-18c6-46b0-80f2-e290072444fd

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Reports Required

SECTION	EVENT	DATE/TIME
Command/Special Staff	MAGTF Update to TECOM	Weekly
	DRRS	Annually
AC/S G-1 (Manpower, HRO, Comptroller)	CARB	1st Month of Fiscal Quarter
	PARB	Annually
AC/S G-4	PWD Projects Reports	Bi-Monthly
AC/S G-4 (MA)	Crime Stats Brief	Quarterly

Figure 3-1

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MAGTFTC Working Groups

Purpose. Synchronize efforts across MAGTFTC, MCAGCC by establishing working groups that bring major subordinate commands, staff, and affected agencies together to improve effectiveness, maximize efficiency, and maximize MAGTF integration supporting SLTE-P and advanced individual course execution.

- **Operations in the Information Environment, (OIE WG) Working Group (All MSEs)**
 - **Lead:** G-6
 - **Purpose:** Implement a degraded and denied command and control environment (D2C2E) within MAGTFTC, and provide updates of peer capabilities and employment TTP.
 - **Frequency:** Quarterly
- **Installation Facilities Working Group. (IF WG) (All MSEs)**
 - **Lead:** G-4
 - **Purpose:** Synchronize and prioritize upgrades, demolitions, and construction in order to support the installation and mission.
 - **Frequency:** Quarterly
- **A&DWG Academics and Doctrine (All MSEs) Working Group.**
 - **Lead:** G-3
 - **Purpose:** Identify training and educational shortfalls and overlaps within MAGTFTC.
 - **Frequency:** Monthly
- **TCTWG (All MSEs) Threat Counter Threat Working Group.**
 - **Lead:** MCTOG
 - **Purpose:** Identify and maintain awareness of probable threats along with potential counters that could be included in SLT focusing on non-Program of record solution
 - **Frequency:** Quarterly
- **MPWG (All MSEs) Manpower Working Group.**
 - **Lead:** G-1
 - **Purpose:** Conduct talent management ensuring MAGTFTC commands are staffed with sufficient personnel and necessary skill sets to execute the SLTE-P.
 - **Frequency:** Quarterly
- **OSWG Operation and Synchronization Working Group (All MSEs).**
 - **Lead:** G-3 Operations Officer-In-Charge (OIC)
 - **Purpose:** Provide a forum for all WGs to synchronize topics, identify common threads, and enable cross-leveling of resources and tasks in support of the SLTE-P and MAGTFTC Campaign Plan.
 - **Frequency:** Quarterly; within the final 14 days of each quarter
- **M&SWG (All MSEs) Modeling and Simulation Working Group.**
 - **Lead:** G-3, MAGTFTC M&S Officer
 - **Purpose:** Provide live, virtual, and constructive (LVC) capabilities for SLT and home station training, and define instrumentation requirements.
 - **Frequency:** Quarterly
- **RWG (All MSEs) Ranges Working Group.**
 - **Lead:** G-3, Range Management Division Director
 - **Purpose:** Identify deficiencies, prioritize upgrades versus resets, and develop the long term range management plan.
 - **Frequency:** Quarterly

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SharePoint Governance and Business Rules

1. SharePoint Governance. A set of policies that define processes, roles, rules and regulations for user interaction with SharePoint in your organization. SharePoint Governance applies to everyone, no matter their billet or title or SharePoint permission/level of access.

2. Sharepoint Guidelines

a. SharePoint is a web-based collaboration tool that enables information sharing across organizations and provides the ability to link to other tools. The SharePoint site is managed by the MAGTFTC SharePoint manager. The MAGTFTC home page: https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC will be the front page for all members and visitors. The home page will provide access to command level information, Staff Sections and links to additional resources and subordinate commands. SharePoint is intended for sharing information between Staff Sections, subordinate units, external military organizations, and other agencies regarding current events. The site collection owner will manage the home page.

(1) Information owners maintain the organization, structure, and content of their page(s).

(2) Information shall be current, usable, and related to ongoing operations or collaboration efforts.

(3) Information owners maintain documents in a single location based on the established hierarchy (division SharePoint administrator will establish hierarchy).

(4) All SharePoint files shall include effective date or expiration date as part of the content management plan (Content Manager (CM) SOP paragraph 9). Not more than one version of any file should be on the SharePoint. The exception is any previous versions retained by the built-in versioning feature, but the versioning will be limited to retaining no more than five versions of the same file.

b. Each staff section will appoint a primary and alternate site owner (SO) who will administer and manage their respective site. This subordinate relationship between the site collection owner and staff section site and its sub-sites (division and branch sites) allows for ease of standardizing the look-and-feel to promote familiarization, navigation between the various division/branch levels, and facilitating the sharing of site templates, native SharePoint applications, user roles, permissions, and metadata. The SO's have the authority to create sub-sites and applications as necessary to support their staff agency and Staff Section.

(1) Each staff section shall maintain the following information and ensure that it is readily accessible from their main page: key leaders, staff section/section contact information, must know information, master calendar with meetings and battle rhythm events and any reports that are submitted to the section or that they submit to higher. IMOs will conduct, at least quarterly, a review to ensure accuracy.

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(2) Each SharePoint sub-site manager and page point of contact (POC) will maintain updated contact information on each page home page. The POC information will include primary and alternate POC with email address and office telephone number.

3. Permissions and Roles

a. Site Owners

(1) Site Owners (SOs) have full control of the SharePoint site. If the site has an associated Microsoft 365 group, then group owners are automatically included as site owners. However, people added directly to the site owners group do not have access to the Microsoft 365 group or team unless they are added there directly. Directorate Site Manager will establish file management hierarchy and advise all subordinate organizations.

(2) Access requests for each branch section will go through the subordinate organizations Information Management Representative (IMR) to the web designer.

b. Site Members

(1) Site members have edit permissions to the SharePoint site and can add and remove files, lists, and libraries. If the site has an associated Microsoft 365 group, then group members are automatically included as site members. However, people added directly to the site members group do not have access to the Microsoft 365 group or team unless they are added there directly.

(2) Appointed and managed by their respective department/staff section head.

(3) SharePoint administrators will retain administrative rights to all sites and sub-sites for the purpose of assisting IMRs and users in accessing, managing, and/or creating content on various sites.

c. Site Visitors

(1) Site visitors have view-only permissions to the SharePoint site. This permission level is only used by SharePoint and is not related to permissions in an associated Microsoft 365 group or team.

(2) Includes any user with Department of Defense (DoD) Common Access Card (CAC) or Personal Identity Verification (PIV) Certificate.

(3) Process and appointment to role is automated. External visitor requests access to the site through the SO.

4. Sites

a. Information is primarily disseminated through the SharePoint site.

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b. SharePoint pages shall use the templated design developed by the IMO and approved by the organization/staff section/section head. The purpose of the templated design is for standardization among sites. MSEs such as Marine Corps Tactics and Operations Group (MCTOG), Marine Corps Logistics Operations Group (MCLOG), Tactical Training and Exercise Control Group (TTECG), Marine Corps Mountain Warfare Training Center (MCMWTC), Marine Aviation Weapons and Tactics Squadron One (MAWTS-1) and other parts on the page will be designed as required on a "by exception" basis. Any changes may be submitted by the IMRs or SharePoint administrators via a PowerPoint slide to the MAGTF/TC IMO or SharePoint manager for approval.

c. When managing Sharepoint pages, organization/staff section/sections shall maintain updated primary and alternate contact information to include position, rank, name, email address and phone numbers.

d. Sites may include a scrolling banner for announcements.

e. Sites may include quick links that point to a document, information or another website.

f. Content Restrictions

(1) Content is shared to the maximum extent possible and is restricted based only on a need-to-know and need-to-access basis.

(2) Classified information is prohibited on any UNCLASSIFIED SharePoint site collection. Any acquisition-related document stored on the SharePoint site must be protected in accordance with Federal Acquisition Regulations and DoD Policy.

(3) Permissions will be assigned per paragraph 3 and may be controlled at the page, sub-site and library levels. Access at this level will be managed by the SO.

(4) Personal Identifiable Information (PII) is currently authorized to be on the SharePoint site. Proper permission restrictions will be in place. PII will be stored in separated document libraries. See DoD 5400.11, DoD Privacy Program, for PII protection details.

(5) Site Maintenance. Effective maintenance of the SharePoint sites play a critical role in supporting the collaborative capabilities of the tool. Staff agencies and staff sections will ensure all content on their respective sites is current, accurate, and relevant to their mission. Staff agencies and staff sections ensure content is accessible to the maximum population, through posting content at the highest level on the SharePoint sites. The CM performs a review to ensure content is current, accurate, and relevant, at least semiannually, on all sites, pages and libraries within their scope of responsibility.

g. Service Levels

(1) Tier 0 consists of self-service and actions taken by staff section SOs to resolve user problems prior to elevating to Tier 1 Enterprise Service Desk (ESD) support.

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(2) Tier 1 consists of SharePoint support services at ESD that allow users to bring issues to the attention of support personnel requiring higher-level investigation.

(3) Customers requiring technical assistance with either capabilities and/or procedures, including permissions and site access, should first try to resolve the issue with their staff section SO prior to submitting a SharePoint trouble ticket via the SharePoint Online (SPO) support page. To submit a support request, use the link: https://usmc.sharepoint-mil.us/sites/SPO_Support/.

5. SharePoint and Document Management

a. Digital Bandwidth. Digital bandwidth is a limited resource and an efficiency multiplier. SharePoint can be used for collaborative planning and situational awareness tools, but are critical consumers of bandwidth.

b. Web Parts and Title Headers. Web part titles and headers will be no larger than 18-point Arial font, and page text will be no smaller than 12-point Arial font.

c. Videos and Pictures. The only authorized uses of streaming video are operational requirements, such as aerial platform feeds or when authorized by the IMO. Users may post compressed operational pictures. Banners are only authorized on the home page or front page of the SharePoint site.

d. Document Storage. All documents that provide information or situational awareness will be stored on a SharePoint site using a document library. Storing valuable information on a share drive is not conducive to information sharing. In addition to the SharePoint sites, Teams may be used to store data and/or pass data between users.

e. Searching for Documents. Users can conduct simple or complex searches. It is imperative that all staff sections store current documents on their SharePoint site and not on share drives. To search the SharePoint site, go to the upper left corner of any page.

f. Document File Size. All documents should be made as small as possible to facilitate data transfer. Use no unnecessary graphics; the only graphics authorized are those required to convey operational information. Additional information may be found here: <https://docs.microsoft.com/en-us/office365/servicedescriptions/sharepoint-online-service-description/sharepoint-online-limits>.

g. Privacy Compliance. Users and administrators shall ensure compliance with DoD 5400.11, DoD Privacy Program.

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6. Content Management

a. Managers will limit folder use. If folders are required, try to limit them one level deep within document libraries to promote navigability.

b. Organizations/staff sections/special staff sections will maintain their own document libraries on their SharePoint sites within the SPO environment.

c. Tag all documents that are posted on the SharePoint sites. Metadata promotes improved search ability.

7. Share Drive

a. Share drives are used for electronic storage of information aged 1.5 years to three years from the date of creation on network storage drives that allows multiple authorized personnel immediate access. Active documents aged zero years to 1.5 years should remain on the SharePoint site. Do not use a share drive to staff a document. The share drive is the second tier for information. Information owners will archive documents off of the share drive onto G-6's, or other form of electronic file storage following the United States Marine Corps (USMC) Records Information Management System guidelines.

b. Organizational share drives will be used as the main share drive and include subgroups for each subordinate organization.

c. Site managers will limit folder use to five levels deep within document libraries to promote navigability.

d. Subordinate organization site managers will maintain their own document libraries on share drive.

e. Users need to be prepared to move files off of the share drive due to the eventual deprecation of this capability. Users should start moving files to a SharePoint Site library or Microsoft Teams.

8. Archiving. IMRs shall establish internal physical archives to move historical information over three years of age from the date of creation or stale data from the share drive and enterprise email in accordance with with directives/policy to approved, white-listed storage devices. This reduces data storage on information systems.

9. Classification

a. Classification within the title should not have full classification markings of the document contents due to character title limit. Refer to the standards in paragraph 8.

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b. Maintain full classification markings within the document body. Follow DoDM 5200.01, *DoD Information Security Program: Marking of Information*.

10. Privacy Act and Protection of PII

a. Users and administrators will ensure compliance with DoD 5400.11, DoD Privacy Program.

b. Use extreme caution with files that contain PII. Administrators will ensure any list or document library containing such information is access restricted to only those who require access to perform their duties.

c. SharePoint is approved and certified for Privacy Act information use and storage. Administrators will ensure sufficient and appropriate safety measures are in place for the proper protection of PII on the SharePoint site. Administrators will ensure The Privacy Act statement, "THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT OF 1974", appears conspicuously on top of the SharePoint site(s), list or libraries.

11. Microsoft Outlook

a. User mailbox size restriction changed from 200 Megabytes to 99 Gigabytes.

b. Outlook can push, pull, exchange and synchronize staff information. E-mail is not the preferred collaboration method as users not addressed in the message will not be able to provide input.

c. All e-mails will use the original Outlook background.

d. Email attachments may not exceed 150MB in total. Use links in lieu of attaching a file by copying the URL or web address. Alternatively, large attachments can be sent through SAFE File Exchange <<https://safe.apps.mil>>.

e. All individual user e-mails will contain a signature block containing: name, rank, staff section, phone number(s) and e-mail(s) (NIPRNet, and SIPRNet if applicable). No logos or pictures will be used.

12. Microsoft Teams

a. Used primarily for conducting meetings, gathering input for, and collaborating on draft products. Final products should be moved and stored on the organizational SharePoint site. Naming standards for Teams groups will be Organization - Staff Section - Section. For example, the Operations section within G3/5/7 would be named MAGTFTC_G3/5/7_Operations. This facilitates ease of search and identification of the group.

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b. Microsoft Teams audio conferencing enables approved and provisioned users to establish Teams meetings with a corresponding voice telephone number which allows meeting attendees to dial in to that respective teams meeting. Contact the MAGTFTC IMO or SharePoint specialist for more information.

c. Recommend adding the MAGTFTC IMO and SharePoint Online Manager to the Teams Owners group in order to facilitate support and troubleshooting.

d. TEAMS application can be launched in either the browser or the desktop application. Use the browser if you are experiencing a slow internet connection or if your device is running slow or locking up. Use the desktop application if none of the above pertain.

e. The external sharing features of Microsoft O365 SharePoint Online allows users within the Marine Corps (MC) IL5 tenant share content with people outside the organization, such as the Navy, Army, and other services active in the IL5 environment. Sharing SPO content with external users currently provides guest access to selected users. The list of permissible domains can be found here: https://usmc.sharepoint-mil.us/sites/SPO_Support/KB/SitePages/SPO-External-Access.aspx .

f. Teams is supported by its own SharePoint environment that is not associated, nor connected to the organizational SharePoint environment. What this means is that if you upload a document in your TEAMS environment, it will not appear on your organizations SharePoint site. You can post links to content on the other environment, but there is no sharing of content.

g. Each Team can have up to 25,000 users, 200 channels and 30 private channels. Additional limits and specifications can be found here: <https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams>.

13. OneDrive

a. Each user has 5TB of cloud storage for their files and information.

b. Access files from all your devices. Access all your personal files and those files others share with you on all your devices, including mobile, Mac, and personal computer as well as in a web browser.

c. Share files with individuals inside or outside of your organization. Securely share files with people inside or outside of your organization by using their email address. This common sharing experience is available in the web, mobile and desktop versions of OneDrive.

d. Collaborate with deep Microsoft Office integration. Document coauthoring is available in Office for the web, Office mobile apps, and Office desktop apps, helping you maintain a single working version of any file. Only OneDrive provides coauthoring capabilities in Office apps across all your devices.

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e. Protect your files with enterprise-grade security. OneDrive has many security and compliance features, enabling you to meet some of the strictest compliance requirements out there.

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Enterprise Task Management Software Solution (ETMS2)

1. Overview

a. Incorporated Task Management Tool (TMT) and Department of Navy (DoN) Tracker (approximately 1 July 2022).

b. ETMS2 allows for parallel, lateral tasking so that multiple inputs can be given at the same authority level. ETMS2 allows for better record keeping and flow tracking and can decrease the time it takes to complete a task. The ultimate goal is to improve collaboration and increase the quality and efficiency of the tasking process.

c. The MAGTFTC ETMS2 manager resides within the MAGTFTC MTD (G3/5/7) and is the primary POC for ETMS2 within MAGTFTC for all tasks. This POC will determine the routing of the task within MAGTFTC and report back with a Command answer. Every staff section, special staff and MSE should have assigned ETMS2 managers.

2. Process

a. Tasker Flow. The flow for taskers assigned to MAGTFTC is illustrated in Figure 6-1.

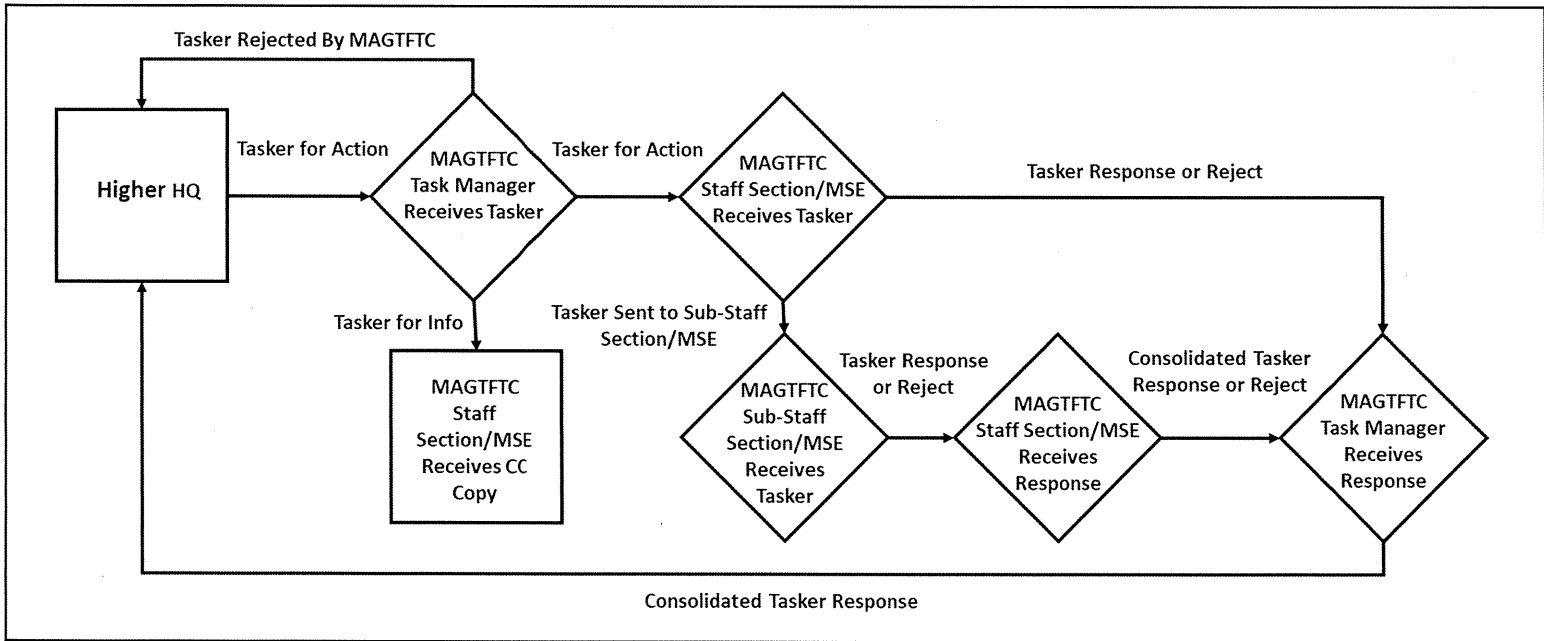


Figure 6-1

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b. User Accounts. New user accounts are created by the MAGTFTC ETMS2 manager. New Users must complete ETMS2 beginner training and then fill out the new user form on the MAGTFTC ETMS2 Sharepoint site at:

[https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_G3/SitePages/MAGTFTC-MCAGCC-Enterprise-Task-Management-Software-Solution-\(ETMS2\).aspx](https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_G3/SitePages/MAGTFTC-MCAGCC-Enterprise-Task-Management-Software-Solution-(ETMS2).aspx).

Information needed includes:

- Last Name, First Name
- Email address
- EDIPI
- ETMS2 Team to be assigned
- Phone Number

c. Team Structure. It is important to have an ETMS2 team structure that enables the efficient routing of taskers and allows individuals and groups with a vested interest in the information to receive it. MAGTFTC has created a hierarchial team structure that mirrors the staff section/MSE organizations. The staff sections/MSEs will decide the hierarchial team structure below their Staff Section/MSE primary team. Staff Section/MSE ETMS2 managers should submit requests for team creations, or deletions, to the MAGTFTC ETMS2 manager along with the team members the staff section wants assigned to that team. Individuals can be assigned to more than one team but each team should have a primary POC assigned to it. An example of the hierarchical team structure is as follows:

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MAGTFTC
  MAGTFTC-G3/5/7
    MAGTFTC-G3/5/7-OPERATIONS
    MAGTFTC-G3/5/7-RANGES
  MAGTFTC-G-4
    MAGTFTC-G-4-CLD
    MAGTFTC-G-4-CLD-RCO
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Knowledge Management Plan

1. Knowledge Sharing. As stated in Joint Publication 3-0, "Knowledge sharing complements the value of IM with processes to create an organizational culture that encourages and rewards knowledge and information sharing to achieve shared understanding. It supports team learning activities and a supporting environment. While information can be collected, processed, and stored as structured or unstructured content, such as in reports and databases, knowledge is acquired through a cognitive process and exists in the minds of individuals." Knowledge sharing, as it is referred to in this context, demonstrates an overlap of information management and the discipline of knowledge management. Marine Corps Information Enterprise (MCIENT) Strategy calls attention for the need to institutionalize IM and KM practices across the Marine Corps. This definition is consistent with that presented in information and knowledge. Without quality IM, the exchange of knowledge would be flawed and would degrade the decision-making outcome.

2. Creating Shared Understanding. Decisions are important products of the Command and Control (C2) function because they guide the force toward defined objectives and mission accomplishment. Commanders and staff use a balance of information and knowledge to develop the shared understanding that will provide the wisdom essential to sound decision-making. Shared understanding consists of five major categories: data, information, knowledge, understanding and wisdom. Each category contributes to the decision making process. The gradations between the different categories may not always be clear, but data becomes more valuable as it is refined and focused through the hierarchy.

3. Data. Raw data is the building blocks for processed Information. Elements in this category are rarely meaningful until transformed and processed.

4. Information. Information is managed to frame its value and relevance throughout the hierarchy to eventually develop the commander's knowledge and understanding to improve his situational awareness. Information comes from organizing, correlating, comparing, processing, and filtering raw data, rendering the data understandable to the potential user. Processing information can provide limited value. Processed data may have some immediate, tactical value, but it has generally not been evaluated or analyzed to determine its long term or operational significance.

5. Knowledge. Knowledge is required in order to exercise the human capacity (potential and actual ability) to take effective action in varied and uncertain situations. Types of knowledge can be further defined as explicit or tacit.

a. Explicit Knowledge. Explicit knowledge can be called up from memory, put into words, and shared (called declarative knowledge). Often, it is placed into standing operating procedures, lessons learned, intelligence reports, standing orders, desktop turnover, and creating shared contingency plans. This knowledge can be organized, applied, and transferred in digital or non-digital form. It lends itself to understanding rules, limits, and other precise meanings, and allows an individual to develop and understand his personal worldviews or mental models.

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b. Tacit Knowledge. Tacit knowledge only resides in an individual's mind. It is knowledge formed by those connections that cannot be pulled up from memory and put into words. The implicit form of this knowledge is often pulled or triggered by memories and portrayed as our visceral reactions to certain stimuli. In the metaphysical sense, it is a person's ability to perform fine motor functions or even walk. All individuals have a unique store of experience gained through life, training, and education and can be impacted by formal and informal social networks. Even though tacit knowledge cannot be readily described by the individual, it can be observed through role-playing, mentorship, and analyzing situational outcomes. If it is documented or verbalized, this tacit knowledge can be used as a form of explicit knowledge creation to be shared and promoted to enhance education and training. We develop tacit knowledge by internalizing explicit knowledge through practical application, feedback from experienced practitioners, and through personal reflection. One notable example of this technique is the observe, orient, decide, act loop. Once observed and identified it can be trained and practiced to develop one's immediate responses in given situations.

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Acronyms

A&DWG - Academics and Doctrine Working Group
AWG - Assessments Working Group
CARB - Commanders Assessment
G-6B - Commanders Decision Board
CIP - Commanders Implementation Plan
CPB - Campaign Plans Board
CRWG - Communications Requirements Working Group
CSWG - Campaign Synch Working Group
EOS - Executive Offsite Summary
ETMS2 - Enterprise Task Management Software Solution
FSC - Force Synchronization Conference
FWG - Facilities Working Group
IFWG - Installation Facility Working Group
MPWG - Manpower Working Group
M&SWG - Modeling and Simulation Working Group
MYRWG - Mid-Year Review Working Group
OAG - Officers Advisory Group
OIEWG - Operations in the Information Environment (OIE) Working Group
OSWG - Operational and Synchronization Working Group
RWG - Range Working Group
TCTWG - Threat Counter Threat Working Group
TMWG - Talent Management Review Working Group
WG - Working Group

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