DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRAINST 2300.1
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CNATRA INSTRUCTION 2300.1

Subj: POLICIES, PROCEDURES, AND PRACTICES FOR THE EMPLOYMENT OF
       THE COMMAND PORTAL

Encl: (1) CNATRA Portal Overview
       (2) Portal Registration Procedures
       (3) CNATRA Portal Management Responsibilities

1. Purpose. This instruction establishes policies, procedures,
and practices for the management and employment of the Chief of
Naval Air Training (CNATRA) Portal.

2. Background. Historically, CNATRA has relied on Microsoft
(MS) Outlook Public folders and internal shared drives to
collaborate and share information within the staff. These tools
provided the staff with a degree of capability; however, the
employment of these tools was not without constraints. Fleet
Forces Command has developed a portal system to expand the
capabilities of shared drives and public folder functionality.
The portal is based on MS SharePoint technology. SharePoint is
an extremely capable tool. CNATRA is a sub site of the Commander
Naval Air Forces Portal. To ensure the staff benefits from the
SharePoint functionality, various policies, procedures, and
practices have been developed to guide the employment of the
portal across the staff.

3. Roles and Responsibilities. All staff personnel are
responsible for being aware of and complying with the guidance
delineated herein for the employment of the CNATRA Portal.
Additionally, the following individuals are responsible for:

    a. Directors and Special Assistants are responsible for:

        (1) Identifying the portal areas they require to support
their staff area responsibilities.

        (2) Identifying the personnel charged with managing those
requisite staff areas on the portal.

    b. CNATRA Collateral Duty Personnel are responsible for:

      (1) Identifying the Staff Special Interest portal areas they require to support their Collateral Duty responsibilities.

      (2) Identifying the personnel charged with managing those requisite staff areas on the portal.

4. <u>Action</u>. All staff personnel are to familiarize themselves with this instruction including enclosures (1) through (3).

                  THOMAS E. BRODERICK
                  Chief of Staff

Distribution:
CNATRA Website

CNATRA Portal Overview

The home page constitutes the top level of the portal. The following chart provides a brief overview of some of the various information sharing areas and workspaces available within the Command Portal.

Portal Area	Location	Description
CNATRA Staff	Front Page	Lists key staff personnel and their contact information.
Announcements	Front Page	Used for the posting of announcements regarding events, news items, or reminders of an official nature.
Calendar	Front Page	Displays dates for meetings and task deadlines.
Links	Front Page	Displays various links to external websites that are official in nature.
Upcoming Events	Front Page	Displays upcoming event information as well as due dates for various tasks.
Shared Documents	Front Page	Documents/instructions/notices for use by CNATRA personnel.
Staff Interest Work Sites	Top Dropdown Tab	For staff codes that wanted an area on the portal. These areas have been developed and are available via the top bar tab identified by each "N" code.
Command Correspondence Tracking System	Left Pane	Allows CNATRA Staff to submit correspondence (award inputs, FITREPS, etc.) through the N1 department and also provides tracking capabilities.
Awards Information	Left Pane	Provides information for the submission of awards. Including links to pertinent instructions.

<u>CNATRA Portal Registration Procedures</u>

Read-only access to the CNATRA Portal does not require an account. To contribute to content on the portal or to post items to various areas of the portal, an account with contributor access is required. To obtain a contributor account to the CNATRA Portal, the following instructions are provided. To ensure a staff member is assigned to the proper contributor group, it is important that the specified field in the registration form be filled out correctly.

The URL for requesting a portal account is:

https://www.portal.navy.mil/registration/default.aspx

The following fields should be completed as noted:

<u>Email address</u>- The email address you enter will be the email address any alerts you subscribe to will be sent.

<u>UPN</u>- This refers to the Identity number associated with your CAC. To determine your CAC number, follow the steps listed on the right side of the screen. Ensure your UPN is correct. It takes up to three weeks to fix an incorrect UPN.

<u>UIC</u>- Use the UIC of the command you are assigned to.

<u>Echelon</u>- CNATRA Corpus Christi TX.

<u>Additional Information</u>- Indicate the reason you are requesting a SharePoint account.

Once you have completed the registration form, scroll to the bottom of the page and click on the "Submit" button. A verification page will appear in the browser window. Once you have verified the information provided, scroll to the bottom of the page and click the "Save Information" button to forward your registration request to the portal site owner. You will receive an email notification once your account has been created.

CNATRA Portal Management Responsibilities

CNATRA N63 IM Department will serve as the overall Administrator for the CNATRA SharePoint Portal and will maintain the following responsibilities:

- Develop Web Parts as needed by CNATRA Staff using SharePoint Designer.
- Assist CNATRA Staff with site development as needed/requested.
- Develop and manage SharePoint Work Flows.

Each area of the portal will have an assigned Portal Manager responsible for ensuring the area is used in accordance with command policy. Overall responsibility for completing the tasks involved in astute portal management reside with the individual assigned to each area of the portal.

Each Directorate, Special Assistant, and Staff Interest Site will have a designated Portal Area Manager. Portal Area Managers will be responsible for:

- Instructing contributors to their areas.
- Ensuring all links posted to the area is operational.
- Ensuring the CNATRA Site Designers and CNATRA Site Administrators groups are given full control for each web part, site, list etc. created.
- Granting user permissions to various areas within their site, as well as promptly removing them when personnel depart CNATRA.
- Identifying and training a relief should portal management responsibilities need to be reassigned.
- Coordinating with N63 IM Department for all issues requiring additional Administrator support.

Sensitive Information

Occasionally users may find the need to upload correspondence that is of a sensitive nature, such as JAGMAN Investigations or Flight Violations. It is the user's responsibility to ensure that this type of material is accessible only by personnel requiring access for the performance of their duties. This

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protection can be accomplished by adequately managing
permissions. To manage permissions, the correspondence must
first be uploaded to the Correspondence Tracking System. Once
the correspondence has been uploaded, left click on the "Serial
No.". This action will open an editing window. At the top of
the window is a tab entitled "Manage Permissions". Left clicking
on this will allow the user to assign and remove permissions to
their correspondence as required. If in doubt as to whether the
uploaded correspondence is of a sensitive nature, contact the
CNATRA N1 department for guidance.

<div align="center">SharePoint Portal Permissions</div>

     Portal Managers will be responsible for setting permissions
for various portions of their respective site. All sites must
grant the N63 IM Department full control for all areas of their
site.
     Permissions will be assigned to groups vice individuals
whenever possible to facilitate ease of management. Site
administrators will coordinate with CNATRA N63 IM Department to
develop user and security groups.

<div align="center">Personally Identifying Information (PII)</div>

     The N1 Department will provide guidance for the protection
of PII material to all Portal Managers. Should Portal Managers
have questions regarding protection of material which contains
PII or potentially sensitive information, they will contact the
N1 Department for guidance.

<div align="center">Archiving and Versioning</div>

     SharePoint is to be used only for "collaboration purposes"
and is not intended to be a file storage repository as directed
by CNAF. Archives must be stored external to the Portal. Too
many versions for list items and documents unnecessarily utilize
significant amounts of storage space and users must limit
versions to less than 10 and documents older than 1 year must be
archived.

<div align="right">Enclosure (3)</div>