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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Employment of Collaboration Capabilities Procedures

1. Reference

a. Memorandum, Army Knowledge Management Guidance Memorandum Number 1, 8 Aug 2001, <https://www.us.army.mil/suite/page/138399>

b. AR 25-1, Army Knowledge Management and Information Technology Management, 15 Aug 2005, <https://www.us.army.mil/suite/page/138399>

c. AR 70-1, Army Acquisition Policy, 31 Dec 2003, <https://www.us.army.mil/suite/page/138399>

d. DOD Instruction 8510.01 DoD Information Assurance Certification and Accreditation Process (DIACAP), 28 Nov 2007, <http://www.us.army.mil/suite/page/146650>

e. DOD Instruction 8500.2, Information Assurance (IA) Implementation, 6 Feb 2003, <https://www.us.army.mil/suite/page/138399>

f. AR 25-2, Information Assurance, 24 Oct 2007, <https://www.us.army.mil/suite/page/138399>

g. AR 380-5, Department of the Army Information Security Program, 29 Sep 2000, <https://www.us.army.mil/suite/page/138399>

h. DOD Directive 5500.7-R, Joint Ethics Regulation (JER), Aug 1993, <https://www.us.army.mil/suite/page/138399>

i. AR 380-10, Foreign Disclosure and contacts with Foreign Representatives, 22 Jun 2005, <https://www.us.army.mil/suite/page/138399>

j. AR 340-21, The Army Privacy program, 5 Jul 1985, <https://www.us.army.mil/suite/page/138399>

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k. DOD Memorandum, CIO, subject: DOD Net-Centric Data Strategy, 9 May 2003, <https://www.us.army.mil/suite/page/138399>

l. Army Knowledge Management (AKM) Guidance Memorandum – Capabilities – Based Information Technology (IT) Portfolio Governance Implementing Guidance, 5 Jan 2006, <https://www.us.army.mil/suite/doc/4919402>

2. This memorandum establishes Army procedures on the acquisition and implementation of Army collaboration capabilities to be deployed on the Army enterprise network, local enclaves or domain levels. Collaboration capabilities are defined as the wide range of structures, processes, procedures, and services or tools necessary to enable two or more individuals who are not co-located to use an electronic synchronous or asynchronous environment to communicate, plan, coordinate and make decisions to achieve an objective. This procedure applies to the Active Army, the Army National Guard, the Army Reserve, Army Civilians and applicable Army support contractors, and those organizations operating under contract to the Army.
3. Collaboration across the Army enterprise and in a joint, inter-agency, inter-governmental and multi-national environment is critical to the Army's joint expeditionary mindset. Collaboration enables our Force to rapidly plan operations, exchange combat experiences, disseminate lessons, and propagate operationally sound sustainment practices through the modular force to the power projection/support platforms.
4. Army organizations will use the enterprise collaboration services and tools on Army Knowledge Online (AKO) to the greatest extent possible. AKO is the integrated enterprise portal and is an essential underpinning of the Army's transformation to a soldier-centric, net-enabled knowledge-based force.
5. The collaboration procedure includes the five step process as listed below:
 - a. Army Commands will submit their collaboration requirements to the Knowledge Management Division, Governance, Acquisition and Chief Knowledge Office Directorate (GA&CKO), CIO/G-6 through their Core Enterprise Services (CES) Domain Representative.
 - b. GA&CKO will validate and review the requirements and determine if the requirements are met by Army Knowledge Online (AKO), other enterprise/Net-Centric Enterprise Service (NCES) capabilities or an existing product on the Approved Products List (APL). If the requirement is met by AKO, NCES or the APL, the request will be disapproved and returned back to the CES Domain Representative.
 - c. Army Commands and developers requesting collaboration tools or services which are not on the APL are required to follow the guidance set forth in

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the Networthiness Implementation Plan. They are also required to insure that the product has been certified and accredited.

(1) The Networthiness Certification Program is managed by the US Army Network Enterprise Technology Command/9th Army Signal Command. For additional information contact army.networthiness@us.army.mil or (520) 538-0295, DSN 879-0295. Networthiness Checklist Procedures and other applicable documents are available on AKO on the Networthiness Homepage.

(2) Certification and Accreditation (C&A) is independent of Networthiness and is required before, the Networthiness process can be finalized. Army commands are required to obtain Information Assurance (IA) C&A per DODI 8510.01 (DIACAP), DODI 8500.2 (Information Assurance Implementation) and AR-25-2. Contact the Office of Information Assurance and Compliance (OIC&C, NETC-EST-I) for additional information at IACORA@us.army.mil.

d. Once the appropriate DAA approves the Authority to Operate (ATO) and Networthiness issues a Certificate of Networthiness, the Director of GA&CKO will issue a letter for inclusion on the APL for collaboration tools.

e. As part of the collaboration procedure, there is also a post approval process as stated below:

(1) The collaboration tool or service is linked to AKO through Single Sign On (SSO). AKO currently provides the only authoritative Army enterprise directory and the ability to manage identities, profiles and key information at the enterprise level. Information and instructions on executing AKO SSO, including forms and technical platform requirements, are available on AKO. Linking to AKO through SSO does not currently apply to hardened tactical systems that exchange information or capabilities being deployed in bandwidth constrained tactical environments. For collaboration capabilities already in place for which there is no current technical solution to enable SSO, a waiver, to include a migration plan, must be obtained from the Knowledge Management Division.

(2) The Army Portfolio Management Solution (APMS) requires that collaboration tools acquire government funding immediately after being registered in the APMS. The APMS system is the Army's authoritative inventory for all IT systems and collaboration tools at the unclassified collateral level. Collaboration tools that will be used in the classified environment maybe registered only if classified data is not disclosed. Once the collaboration tool is registered in the APMS system, it is incumbent on the perspective organization/system owner to execute continual data maintenance, data accuracy and data completeness of the IT System.

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6. When using collaboration services and tools, Army Commands will adhere to all usage policies and guidelines established for information technology and communication systems. This includes the requirement of commanders and supervisors to:

a. Develop acceptable use policies for all users under their control (AR 25-1, paragraph 6-1).

b. Develop local policies and procedures on access control and management of information used in collaborative efforts (AR's 25-1, 25-2, and 380-5).

c. Comply with configuration management and IA vulnerability management policies to maintain security of the collaborative environment over its entire lifecycle (AR 25-2).

7. All individual users are responsible for any communication and/or exchange and creation of information using collaboration capabilities and are subject to applicable professional, ethical and security guidelines (AR's 25-1, 25-2, 380-5, 380-10, 340-21 and DOD 5500.7-R).

8. In addition to appropriately securing and managing access to collaboration services and tools and the content used/generated by collaboration activities, Army Commands and system developers will follow all applicable content management and net-centric data strategies, policies and guidelines (DOD Net-Centric Data Strategy <http://www.defenselink.mil/cio-nii/docs/Net-Centric-Data-Strategy-2003-05-092.pdf>).

9. These procedures are effective immediately. Details of the process identified in this memorandum will be made available at the Implementation of Collaboration Tools and Service site on AKO. The point-of-contact for this action is Mr. Marvin Wages, 703-602-0990, DSN 664-0990, marvin.wages@us.army.mil.


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