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DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
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FORT SILL, OKLAHOMA 73503-9004



USAG Fort Sill TASKORD

Suspense: MULTIPLE
Publish DTG: 201030MAR24

SUBJECT: DPTMS-SACO 24-022 SharePoint Online & Data Migration

References:

- (a) AR 25-1, Army Information Technology, dated 15 July 2019.
- (b) AR 25-400-2, Army Records Information Management System (ARIMS), dated 02 October 2007.
- (c) FRAGORD 08 to Headquarters, Department of the Army (HQDA) Executive Order (EXORD) 188-21 Army 365 Implementation, dated 16 May 2023.
- (d) OPERATIONS ORDER (OPORD) 24-010: IMCOM Migration of Organizational Data from the File Servers to the Army-365 SharePoint Online (SPO) Environment, dated 20 February 2024
- (e) USAFCoEFS TASKORD G3IN24-107 File Share Migrations to Army 365, dated 27 February 2024.

1. SITUATION. The U.S. Army is transitioning to Microsoft Office 365 (A365) services (SharePoint Online [SPO], Teams, OneDrive). As part of this transition, NETCOM will no longer host local, on-premises file share services (shared drives) in favor of using enterprise-level file-sharing capabilities included within A365. Organizations must migrate organizational data from file-shares to A365 to ensure mission-relevant organizational data is retained once local file share infrastructure is decommissioned.

2. MISSION. **NLT 171600MAY24**, all USAG organizations migrates their respective data/content residing on existing NIPRNET file servers to the A-365 SPO storage location in order to (IOT) protect and secure IMCOM organizational data in the cloud (and to ensure the data is visible, accessible, and trusted).

3. EXECUTION.

3.A. Suspense: MULTIPLE

3.A.1. NLT 221600MAR24 – Directorate level SO & CM to IMO Lead via email.

UNCLASSIFIED

SUBJECT: DPTMS-SACO 24-022 SharePoint Online & Data Migration

3.A.2. 251300MAR24 – Records Manager Primary Working Group (Building 4700, Rm G29)

3.A.3. 261300MAR24 – Records Manager Alternate Working Group (Building 4700, Rm G29)

3.A.4. NLT 171600MAY24 – USAG Organizations complete all migration requirements onto SPO Storage locations.

3.B. Concept of Operations. USAG Fort Sill will use a deliberate process, following a three phased approach to identify, organize, and migrate all mission relevant files currently stored using Fort Sill LNEC hosted legacy file-share services to A365 services.

3.B.1. Phase I – Identify File-shares, Resources and Stakeholders. Phase I will begin with Organizations identifying, cleaning-up/renaming data in accordance with ARIMS naming convention. Two Records Managers Working Groups will occur on 25MAR24 and 26MAR24. For all file-shares containing their data, all stakeholders responsible for data in those file-shares, and support personnel based on 'Appendix A – Roles and Responsibilities'. Follow guidance in 'Appendix B – File Migration and Technical Guidance'. This Phase will end once Organization(s) have cleaned up data on shared drives and the Installation Records Manager Shauki Holmes, (580) 442-6573, shauki.m.holmes.civ@army.mil reports to the IMO Shane Babb, (571) 644-3758, martin.s.babb.civ@army.mil or Noel Arroyo-Carreras, (580) 442-3490, noel.arroyocarreras.civ@army.mil.for that respective Organization to progress to Phase II.

3.B.2. Phase II – Organize and Plan your Move. Phase II will begin with the notification of authorization from the IMO to Directorate Site Owner(s) to begin with the creation of their folders and permission being assigned within their organization per guidance in Appendix B (File Migration and Technical Guidance) and plan their migration. This Phase ends when Site Owner(s) have folders and permissions established for their entire organization and report to the IMO ready to migrate.

3.B.3. Phase III – Migrate Files and Validate. Phase III will begin with the notification of authorization from the IMO to Directorate Site Owner(s) to execute migration of folders and files. Organizations migrate the files to the appropriate A365 service, and validate all files are present and have correct permissions, per guidance in 'Appendix B – File Migration and Technical Guidance'. This Phase ends when IMO and Installation Records Manager have inspected the folders and determined folder and files have been migrated properly and have been Validated with IMCOM migration process.

SUBJECT: DPTMS-SACO 24-022 SharePoint Online & Data Migration

3.C. Tasks.

3.C.1. Acknowledge. Within 2 working days reply via e-mail to Lead point of contact (POC) Shane Babb, (571) 644-3758, martin.s.babb.civ@army.mil or Noel Arroyo-Carreras, (580) 442-3490, noel.arroyocarreras.civ@army.mil.

3.C.2. IMO (Lead). Empower and provide technical support to USAG throughout the migration process.

3.C.3. DHR (Assist). Create Primary and Alternate Records Manager Working Groups and provide Organization Records Coordinators with ARIMS Office Records List (ORL).

3.C.4. All USAG Fort Sill Support Directorates, Offices, and Management & Control Offices (Assist).

3.C.4.a. Identify stakeholders (Site Owners [SO] / Content Manager [CM]) in each organization at the Directorate level and submit to IMO, Shane Babb, 571-644-3758, martin.s.babb.civ@army.mil or Noel Arroyo-Carreras, (580) 442-3490, noel.arroyocarreras.civ@army.mil **NLT 221600MAR24.**

3.C.4.b. Ensure Records Coordinators attend one of two scheduled Working Groups (see para. 3.A.1. and 3.A.2.).

3.C.4.c. Organization IT Leads (SO & CM) assist in the process of ensuring their Directory structure (Taxonomy) and organizing their folders and files.

3.D. Coordinating Instructions.

3.D.1. Organizations who miss the suspense of **171600MAY24** that organization(s) must submit a Plan of Actions and Milestones (POA&M) to IMCOM G6 through the Garrison Commander.

3.D.2. Organizational IT leads, Records Managers/Coordinators, and Security POCs are already grandfathered into SPO and classified as Site Owners and/or Content Managers and will already be published on the Roles and Responsibility page on the SPO Org Data Site.

3.D.3. Organizational SO and CM at the Division Level and below will be added to Roles and Responsibility page on the Ft. Sill – SPO Org Data Site [\[https://armyeitaas.sharepoint-mil.us/:u:/r/sites/IMCOM-ODT-Sill/SitePages/SPO-Org-Data-Site---Roles-%26-Responsibilities.aspx?csf=1&web=1&e=hnfFP4\]](https://armyeitaas.sharepoint-mil.us/:u:/r/sites/IMCOM-ODT-Sill/SitePages/SPO-Org-Data-Site---Roles-%26-Responsibilities.aspx?csf=1&web=1&e=hnfFP4) allowing leadership to identify who in their organization has access/privileges to their site.

UNCLASSIFIED

SUBJECT: DPTMS-SACO 24-022 SharePoint Online & Data Migration

3.D.4. Assigned SO and CM will review the Read Me! | How To Videos for information in relation to the SPO Org Data Site <https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ODT-Sill/AHow%20To%20Videos/Forms/AllItems.aspx>.

3.D.5. IT Leads and designated SO & CM will coordinate and validate with IMO for permissions for their respective organization folder / file share.

4. ADMIN AND LOG.

4.A. Appendix A – Roles and Responsibilities, Tiered Support Structure

4.B. Appendix B – File Migration Technical Guidance

4.C. Enclosure 1 – SharePoint Online (SPO) and SPO Data Site Responsibility Roster by Directorate

4.D. Enclosure 2 - Data Types Within the Different A365 SPO Environments

5. COMMAND AND SIGNAL.

5.A. Lead. IMO, Shane Babb, 571-644-3758, martin.s.babb.civ@army.mil or Noel Arroyo-Carreras, (580) 442-3490, noel.arroyocarreras.civ@army.mil.

5.A.1. Records Management (Co-Lead). DHR, Shauki Holmes, (580) 442-6573, shauki.m.holmes.civ@army.mil.

5.A.2. Security Manager (Co-Lead). DPTMS, John Taguding, (580) 442-5640, john.p.taguding.civ@army.mil or Janet Dixon, (580) 442-1812, janet.c.dixon2.civ@army.mil.

5.B. Assist. ADMIN, DFMWR, DPW, DPTMS, DES, DHR, IRACO, SJA, PAO, RSO, EEO, ISO, RMO, PAIO, IMO.

5.C. Originator. DPTMS-SACO, Mr. Jose Soto, jose.a.sotovelez.civ@army.mil, (580) 442-0017.

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Commanding