

# NEW COMMUNITY OF INTEREST

ALL PARTNERS ACCESS NETWORK  
UNITED STATES SOUTHERN COMMAND

## Primary Community Manager

Name ( <i>last, first, middle</i> ):		Rank/Grade:	Organization:
Directorate:	Telephone:	Email:	

## Alternate Community Manager(s)

Name ( <i>last, first, middle</i> ):		Rank/Grade:	Organization:
Directorate:	Telephone:	Email:	

Name ( <i>last, first, middle</i> ):		Rank/Grade:	Organization:
Directorate:	Telephone:	Email:	

## Community of Interest Information

Desired Community Name:	Category:
FOUO:	Permissions:

Description:
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## Community Features

	<b>Blog:</b> A page to be maintained by an author or small group of authors who regularly create entries of commentary, descriptions of events, or announcements.
	<b>Forum:</b> A forum is commonly used, on APAN for discussion and to request for information/assistance. The group forum is a good place for members to find answers pertaining to the group.
	<b>Wiki:</b> A collection of pages/posts that all members can edit. A wiki is useful for collaborating on living documents, or pages whose information constantly changes.
	<b>Calendar:</b> Used as a way to plan events or announce important dates.
	<b>File Gallery:</b> A central page displaying all files uploaded to the group
	<b>Group Chat:</b> Real time, semi-persistent, text based conversations between a group and/or individual members.
	<b>Video Teleconference:</b> Real time, persistent, audio and video communication using the Adobe Connect platform. Similar to Defense Collaboration Services (DCS), with key differences.
	<b>SharePoint Capabilities:</b> Allows managers to create and embed SharePoint lists within their groups. Normally used by communities who need very specific and precise permissions for uploaded files.

Other:

## Community Guidelines

**Share Only Unclassified Public Releasable Information:** Regardless of the level of privacy of your community, APAN is designed only for "Unclassified" information exchange. Unclassified information requiring NIPRNET level protection (e.g. FOUO) is only authorized on a case-by-case basis. All content posted is subject to review under the Freedom of Information Act (FOIA).

**Think OPSEC:** The aggregate of certain "Unclassified" information could become a threat. Critical information such as schedules of future operations, location of US forces, or details of security procedures can be used negatively by an adversary. Prevent the inadvertent release of sensitive information by reviewing the Critical Information list of your organization.

**Avoid Disclosing Personally Identifiable Information:** Information which can be used to distinguish someone's identity, such as Social Security Number, home phone numbers, passport numbers, or spouses' name, is not allowed on APAN.

**Verify The Identity Of Community Members:** Verify (by phone or e-mail) the identity of users requesting access to your community. Evaluate the "need-to-know" of users requesting access.

**Monitor Content Regularly:** This allows you to provide timely responses to community members' inquiries, and it will also help in identifying any postings which are sensitive or offensive in nature. You can also opt to 'moderate' content which will allow managers or owners to review content before it is available (posted) to other users in the community.

**Review Products Before Posting:** Before posting an original or new product, ensure it has been reviewed and authorized for release by the Foreign Disclosure Office or designated approval authority of your organization.

## Certification

Signature:

Date (mm/dd/yyyy):