

SharePoint Design Portfolio - Marine Corps Base Quantico

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Marine Corps Base Quantico Situation

- ▶ The Explosive Ordnance Disposal (EOD) section within Marine Corps Base Quantico required an overhaul of their O365 application structure.
- ▶ In 2021, the Marine Corps instituted a shift from on premises solutions to cloud based solutions via O365.
 - ▶ This change caused a shift from using shared network drives and SharePoint 2016 to using SharePoint Online tied to additional O365 applications.
 - ▶ Initially, there was a quick shift to Microsoft Teams and replaced shared drives while SharePoint 2016 was not replaced.
 - ▶ Headquarters Marine Corps policy required any personally identifiable information (PII) to be housed on SharePoint online with specific protected libraries and lists. Each list/library containing PII was required to be reported to HQMC for compliance with data loss prevention (DLP) policies, records management, and data governance.
- ▶ In April 2024, Quantico EOD conducted a forcible adoption of SharePoint online platforms to synchronize efforts across the unit. As the unit assumed more projects it became difficult to monitor the progress of each of these events on a dry erase board and a series of file folders.

Customer Requirements

- ▶ Create a visually appealing landing page that is functional for unit members.
- ▶ Ability to track the status of Interim Hazard Classification (ICH) documentation for storage of ammunition.
- ▶ Ability to track maintenance cycles, maintenance issues, and availability of fleet of vehicles.
- ▶ Ability to monitor progress of project completion with projects ranging from weeks to months long.
 - ▶ Assignment of personnel to projects and tasks within each project.
 - ▶ Prioritize projects and tasking for limitations on personnel and capacity.
- ▶ Unit wide calendar that displays the number of personnel assigned to the event and store documents and notes associated to that calendar event.
- ▶ Ability to prioritize and monitor development of procedures for ordnance items stored under IHC designations.
- ▶ Build data collection for expenditures over the fiscal year and the ability to progress into the following fiscal year.
- ▶ Track long term acquisitions of ordnance and training opportunities that comply with storage requirements, and upon expenditure keep records collated by fiscal year.

Marine Corps Base - Quantico // Landing Page



Explosive Ordnance Disposal Quantico

Home

IHC Status

Vehicle Tracker

EOD Support Requests

Event Tracker

Project Tracker List

Budget Projects

Issue Tracker List

Vehicle Tracker

Calendar

Notebook

Ordnance Acquisition Tracker

MCB Quantico POCs



William Lloyd Michael L
POC



James William Smith
POC



William Lloyd Michael L
EOD Response Services Lead



Helpful Links

QUANTICO EOD ADMINISTRATIVE LOG

NOSSA

JEOD Portal

EODIMS

MCTIMS

RECENTLY ACCESSED

See all



Explosive Ordnance Disposal Quantico
Administration Running Log



Edited Sep 12, 2024



Explosive Ordnance Disposal Quantico
Security and Classified (Unclass)



Edited Sep 12, 2024



Explosive Ordnance Disposal Quantico
Training



Edited Sep 12, 2024



Explosive Ordnance Disposal Quantico
SNCOIC Running Log



Edited Sep 12, 2024

Vehicle Tracking List

Vehicle Tracker ☆








0. By Availability

1. Group by Model

2. Status Board

All Items

PMCS View

Image	Vehicle	Model	Serial Number	Status	PMCS	GCSS Ser...	Current o...	Previous ...	Condition notes
Model: ARMAG Trailer (1)									
		ARMAG Trailer	MC-302911	✕	Available	Yes			Preventative maintenance performed February 2024.
Model: Response Truck (4)									
	Black Ford F350	Response Truck	G63-3039W	✕	Available	Yes			-Milage as of July 2024: 14102 -Oil change and preventative maintenance performed 5 April 2024
	Ford F550 Flatbed	Response Truck	G71-0221X	✕	Available	Yes			-Milage as of July 2024: 500 -Oil change and preventative maintenance performed 28 Feb 2024 -Servicing unavailable at Firestone due to size of vehicle.
	Grey Ford F250	Response Truck	G63-1168X	✕	Available	Yes			-Milage as of July 2024: 6324 -Oil change and preventative maintenance performed 26 February 2024 @ 4,705 miles -Ford dealership unable to recalibrate speedometer (increased tire size increased speed) -Rear driver tire repaired in house on 5 Aug 2024.
	Dodge Ram 3500	Response Truck	G63-3508X	✕	Available				-Milage as of July 2024: 14392 -Oil change and preventative maintenance performed 15 May 2024 @ 14104 miles -Servicing unavailable at Firestone due to size of vehicle.
Model: TCV (1)									
	Total Containment Vessel	TCV	MC-61577T	✕	Available	Yes			
Model: Van (1)									
	Chrysler Pacifica Hybrid	Van	G41-3803Z	✕	Available	Yes			-Milage as of July 2024: 5530 -Oil change and preventative maintenance performed 27 March 2024 -Pending safety recall (airbags) on year, make, and model of vehicle. GSA personnel will initiate process.

Multiple views created for specific information

Interim Hazard Classification (IHC) Tracking

MCINCR


MCB Quantico

MCBQ Staffs

MCBQ Offices

MCBQ Units

Help



Explosive Ordnance Disposal Quantico

Home

IHC Status

Vehicle Tracker

EOD Support Requests

Event Tracker

Project Tracker List

Budget Projects

Issue Tracker List

Edit in grid view


Share

Export

Automate


Integrate

...



IHC Status

☆

Item		Status	Due Date	Notes
ANTI HELICOPTER MINES	✕	Approved	4/12/2024	
SUBMUNITIONS	✕	Approved	3/26/2024	
PROJECT 1	✕	Approved	2/21/2024	
ARMY TRAINING AID	✕	Approved	5/10/2024	
VOG-30	✕	Approved	1/8/2024	
OZM-72	✕	Approved	12/12/2023	
9M119-7	✕	Approved	8/28/2023	
RKG-3	✕	Approved	8/9/2023	
NGIC ITEMS 1	✕ 	Approved	6/21/2024	
Project 2 MCIA	✕	Approved	7/1/2024	
NGIC ITEMS 2	✕	Approved		

ANTI HELICOPTER MINES

Item

ANTI HELICOPTER MINES

Status *

Approved

Due Date

4/12/2024

Notes

Enter value here

Archive *

No

Attachments

ARMY IHC ATCL-ACE 65285.pdf

ARMY IHC ATCL-ACE 65286.pdf

MCB Quantico_non DoD_EOD Exploitation_MCSC App_2 Apr 24.pdf

MCBQ EOD Non-STD storage Req 27 March 24.pdf

MCBQ First Endorsement on MCQ EOD team Non DoD Storage Req 27 Mar 24.pdf

August 21

No

Project Management

Event Tracker ☆

All ItemsCalendar ViewEvent_Tracker ▾Post_Event

 Title ▾	 Location ▾	 Start ... ▴ ▾	 End Date ▾	 Status ▾	 Problem ▾	 POC ▾	 ① MO ▾	 ① ME ▾	 ① NE ▾	 At... ▾	 Notes ▾	 Category ▾
Picatinny Tour	Picatinny Arsenal	8/7/2024	8/10/2024	Ready	None	Below Sign-in	0		2	0		MEETING
Dahlgren	EOD Ops Area	8/12/2024	8/16/2024	Ready	None	Below Sign-in	1		10	0		RANGE
Bomblet Exploitation	Charlie Demo	8/19/2024	8/23/2024	Tasked	None	Below Sign-in	0		0	0		RANGE
Screener	EOD Compound	8/27/2024	8/29/2024	Ready	None	Below Sign-in	0		3	0		ADMIN
Start Exploitation 122 Incend	Charlie Demo	9/9/2024	9/13/2024	Tasked	None	Below Sign-in	0		5	0	Need Procedures	RANGE
Building Momentum	C-Demo	9/16/2024	9/20/2024	Awareness	None	Below Sign-in	1		9	0		RANGE
Dahlgren Destruct	EOD Ops Area	9/23/2024	9/27/2024	Awareness	None	Below Sign-in	1		13	0		RANGE

SharePoint list is used to track/coordinate efforts within each event or project that the unit conducts.

The leadership is able to prioritize work and determine personnel requirements for each event.

Completing project close out has been an identified shortfall by leadership, and now can accurately monitor progress of each report.

Event Tracker ☆									
Status: Complete									
Title	Location	End D...	St...	Story...	EODIMS	AAR	POC		
Dahlgren	EOD Ops Area	7/30/2024	Complete						
9M119M Army	Charlie Demo	7/26/2024	Complete		New				
C-Demo Static Display (MCIA)	Charlie Demo	7/19/2024	Complete						
Turnover	EOD Compound	7/17/2024	Complete						
ESI Pre-Inspection	EOD Compound	7/16/2024	Complete						
S-8 Start Exploitation	Charlie Demo	7/12/2024	Complete		New				
FBI POST BLAST	CHARLIE DEMO	4/26/2024	Complete		New		Section Level		
EXPLOITATION RANGE	29 PAMS, CALIFOR...	4/26/2024	Complete	Not Required	Not Required	Not Required			
MEETING	C-DEMO	4/26/2024	Complete						
MEETING	CHARLOTTESVILLE ...	4/23/2024	Complete						
EXPLOITATION RANGE	Washington D.C	4/19/2024	Complete	New	New				
EXPLOITATION RANGE	CHARLIE DEMO	4/19/2024	Complete	New	New		Section Level		

Calendar

Event Tracker ☆

All Items

Calendar View

Event_Tracker ▾

Post_Event

Title ▾	Location ▾	Start ... ▾	End Date ▾	Status ▾	Problem ▾	POC ▾	MO ▾	ME ▾	NE ▾	At... ▾	Notes ▾	Category ▾
Picatinny Tour	Picatinny Arsenal	8/7/2024	8/10/2024	Ready	None	Barbour SSgt Michael	0	2	0			MEETING
Dahlgren	EOD Ops Area	8/12/2024	8/16/2024	Ready	None	Minguez GySgt Matth	1	10	0			RANGE
Bomblet Exploitation	Charlie Demo	8/19/2024	8/23/2024	Tasked	None	Barbour SSgt Michael	0	0	0			RANGE
Screener	EOD Compound	8/27/2024	8/29/2024	Ready	None	Barbour SSgt Michael	0	3	0			ADMIN
Start Exploitation 122 Incend	Charlie Demo	9/9/2024	9/13/2024	Tasked	None	Krause Sgt William E	0	5	0		Need Procedures	RANGE
Building Momentum	C-Demo	9/16/2024	9/20/2024	Awareness	None		1	9	0			RANGE
Dahlgren Destruct	EOD Ops Area	9/23/2024	9/27/2024	Awareness	None	Minguez GySgt Matth	1	13	0			RANGE

SharePoint List used as a means to feed calendar views for a day-by-day breakdown of the events for the unit. This provides awareness to all personnel that determine the capacity of emergency responses.

Event Tracker ☆

All Items

Calendar View ▾

Event_Tracker

Post_Event

Today

↑

↓

September 2024 ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 1	2	3	4	5	6	7
8	9	10	11	Sep 12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Oct 1	2	3	4	5

Thu, Sep 12

Unscheduled

×

All day

5 days

Start Exploitation 122 Incend

Progress of Disassembly Procedure Approval

Work item	Description	Category	Progress	Priority	Start date	Due date	Assigned to	Notes	Link
PG-18	MUNITIONS TECH...	MTR	FINAL DRAFT	Medium	April 30	May 30	William Dign Michael S.		PG-18 MTR
S-8 KOA	MUNITIONS TECH...	MTR	In progress	Medium	May 30	June 30	William Dign Michael S.		
VOG-30	MUNITIONS TECH...	MTR	FINAL DRAFT	Medium	April 30	May 30	William Dign Michael S.		VOG-30 MTR
ITEM 1	MUNITIONS TECH...	MTR	FINAL DRAFT	High	April 30	May 30	William Dign Michael S.	Pending Explosive Samples from LAB	
9M119	MUNITIONS TECH...	MTR	FINAL DRAFT	Low	August 24, 2023	December 29, 2023	William Dign Michael S.		9M119 MTR
RGM-2 FUZE	MUNITIONS TECH...	MTR	FINAL DRAFT	Low					
INCENDIARY ROCKET	MUNITIONS TECH...	PROCEDURE DRAFT	In progress	High					
EX 151 CHAFF MORTAR	MUNITIONS TECH...	MTR	In progress	Low					
HELICOPTER MINES	MUNITIONS TECH...	PROCEDURE DRAFT	In progress	Medium					
9M117	MUNITIONS TECH...	MTR	In progress	Medium					
OZM-72	MUNITIONS TECH...	MTR	FINAL DRAFT	Medium					
BOMBLET	MUNITIONS TECH...	MTR	In progress	High					
Mk120 Flechette Mortar	MUNITIONS TECH...	MTR	In progress	Low					
Chaff Mortar	MUNITIONS TECH...	MTR	In progress	Low					

Progress Tracker ☆

>

Work item

Description

Category

Progress

Priority

>

Priority: High (3)

ITEM 1

MUNITIONS TECHNICAL REPORT

MTR

FINAL DRAFT

High

BOMBLET

MUNITIONS TECHNICAL REPORT

MTR

In progress

High

INCENDIARY ROCKET

MUNITIONS TECHNICAL REPORT

PROCEDURE DRAFT

In progress

High

>

Priority: Low (5)

>

Priority: Medium (6)

Grouping View

Explosives Expenditure Report Progress

EXPENDITURES ☆						
Title	Fiscal Year	STATUS	Date Sub...	Expendit...	Issue Doc...	Return Documents
Dahlgren Expenditure	FY24	COMPLETE	6/27/2024	Dahlgren Expenditure Report SIGNED 20240614	Dahlgren Issue Doc 20240614	
VOG-30D	FY24	COMPLETE	6/27/2024	VOG-30D Expenditure Report 20240606	VOG-30D Issue Doc	VOG-30D Turn-In Doc
9M117	FY24	COMPLETE	6/27/2024	9M117 Expenditure Report 20240606	9M117 Issue Doc	9M117 Turn-In Doc
Mk115/RGM-2/Mk120 20240625	FY24	PENDING	6/28/2024		Mk115 Issue Doc 20240624	
Mk115 20240626	FY24	PENDING	6/28/2024		Mk115 Issue Doc 20240626	
S-8-OF	FY24	PENDING	7/15/2024		S-8-OF Issue Doc 20240422	
OZM-72	FY24	PENDING	7/31/2024		OAM-72 Issue Doc 20240610	
Code H Expenditure 20240729	FY24	PENDING	8/5/2024		Code H Issue Doc 20240726	
Dahlgren Expenditure 20240729	FY24	PENDING	8/5/2024		Dahlgren Issue Docs 20240729	
20240813 Expenditure	FY24	PENDING	8/20/2024		20240813 Issue Docs	
20240815 Expenditure	FY24	PENDING	8/20/2024		20240815 Issue Docs	
4x 9M119M Expenditure	FY24	PENDING				
OFSP-08 Expenditure	FY24	PENDING	8/28/2024		OFSP-08 Issue Doc	
Anti-Helicopter Mine w/Fuze	FY24	PENDING	9/11/2024			

SharePoint used as a records management tool to link together documents tied to specific explosives.

Dahlgren Expenditure

Title

Dahlgren Expenditure

Fiscal Year

FY24

STATUS

COMPLETE

Date Submitted

6/27/2024

Issue Documents

[Dahlgren Issue Doc 20240614](#)

Expenditure Report

[Dahlgren Expenditure Report SIGNED 20240614](#)

Return Documents

Enter value here

Attachments

Add or remove attachments

Long term acquisition progress

Ordnance Acquisition Tracker ☆

Ordnance Item		DODIC	Mag	Status	Hazard CL...	Qty	Qty Left	Procedures	IHC LINK	Notes
S-8-OF 80mm Rockets HE-FRAG w/ V-8 Fuze	✕	180	013C	LONG TERM	1.1F	2	1	Barbour Sligo Michael		
30mm VOG-30D	✕	180	013C	LONG TERM	1.1F	10	9	Barbour Sligo Type 1		
OZM-72 Bounding-FRAG Landmine	✕		013C	LONG TERM	1.1F	6	3	Barbour Sligo Joshua M		
PG-18	✕		013C	LONG TERM	1.1F	5	3	Barbour Sligo Michael		Internal exploitation training: IMS tech rep for McDaniel Barbour D
Type 69	✕		013C	LONG TERM	1.1F	5	2			Internal exploitation training: IMS tech rep for McDaniel
Small Submunition	✕		013C	PLANNED		24	24		MSIC SUBMUNITIONS IHC (SMALL)	
9H24 HE/FRAG Submunition	✕		013C	PLANNED		25	25		MSIC SUBMUNITIONS IHC	

User Training

Follow-Up User Training

- ▶ Following the creation of each of the elements of their SharePoint site, the EOD team needed follow on training for leadership and front line users.
- ▶ Instruction Goals:
 - ▶ Full useability of the system
 - ▶ Identify pain and friction points
 - ▶ Teach leadership how to edit / customize current lists, libraries, and pages for future use
 - ▶ Show additional O365 applications to enhance SharePoint Online pages



Class V (W)

EOD DELEGATION OF AUTHORITY



M93017 Quantico EOD ASP ENDORSED.pdf
usmc.sharepoint-millus

EXPENDITURES

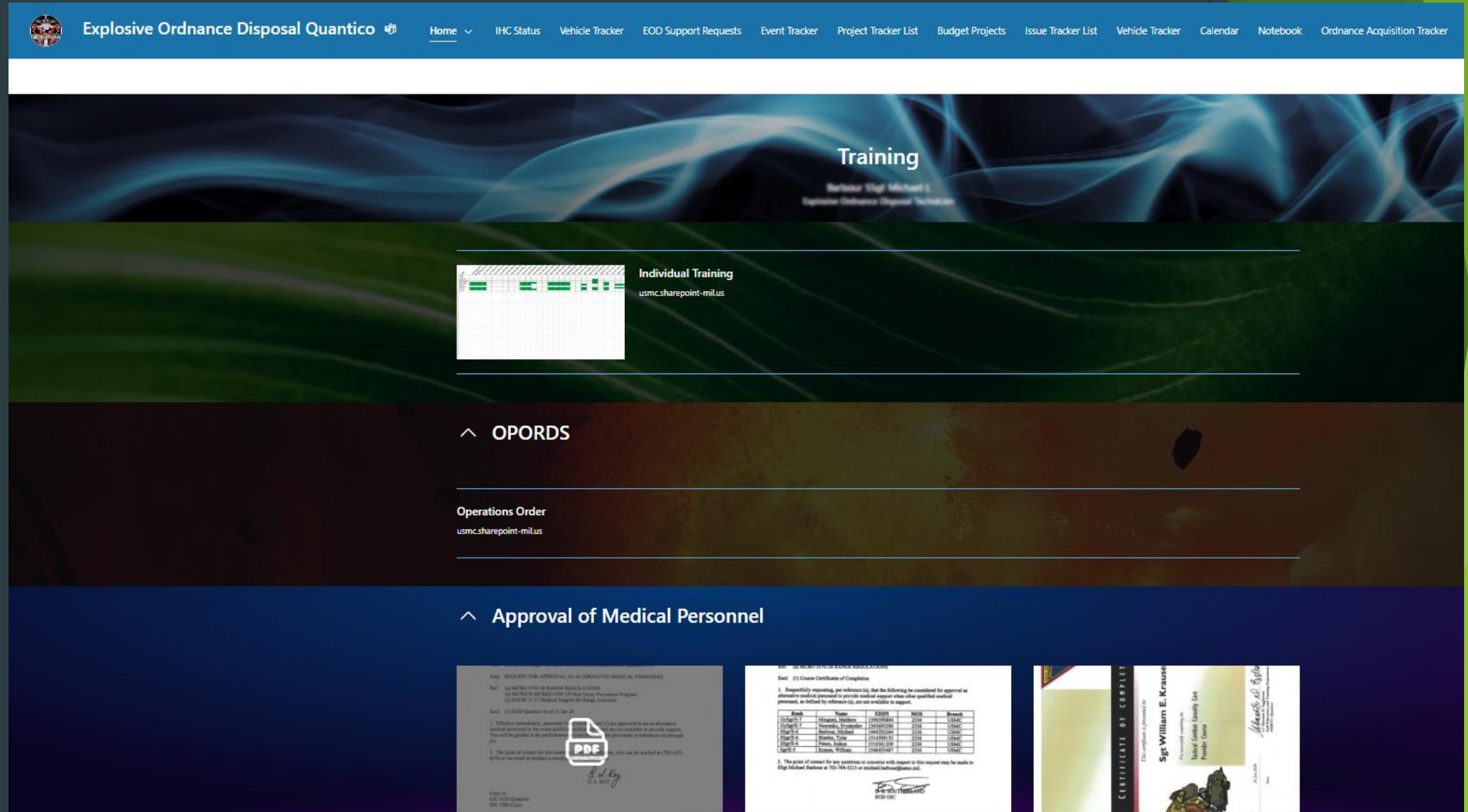
See all

Share Export to Excel

All Items ⓘ

Title	Fiscal Year	STATUS	Date Submitted	Expenditure Re...	Issue Documents	Return Docum...
Dahlgren Expenditure	FY24	COMPLETE	6/27/2024	Dahlgren Expenditure ...	Dahlgren Issue Doc 20...	
VOG-30D	FY24	COMPLETE	6/27/2024	VOG-30D Expenditure ...	VOG-30D Issue Doc	VOG-30D Turn-In Doc
9M117	FY24	COMPLETE	6/27/2024	9M117 Expenditure Re...	9M117 Issue Doc	9M117 Turn-In Doc
Mk115/RGM-2/Mk120 20240625	FY24	PENDING	6/28/2024		Mk115 Issue Doc 2024...	
Mk115 20240626	FY24	PENDING	6/28/2024		Mk115 Issue Doc 2024...	
S-8-OF	FY24	PENDING	7/15/2024		S-8-OF Issue Doc 2024...	

Training Page Created by End Users



Operations Page Created by End Users



EOD OPERATIONS

Military Support Operations
EOD Response Element Leader

ADMINISTRATIVE FORMS



The TEEP.xlsx
usmc.sharepoint-mil.us



Duty Breakdown.xlsx
usmc.sharepoint-mil.us

MUNITION TECHNICAL REPORT TEMPLATES

Results

► Initial SharePoint Online site creation

- The creation of the site included multiple lists/libraries to improve functionality within the section.
- This increased the capacity of the EOD team to assume 29 concurrent acquisitions and 14 disassembly projects.
- A budget for over \$150,000 was authorized for fiscal year 25 in the upcoming appropriation cycle, while approving over \$40,000 in Q4 of fiscal year 24.
- Within the disassembly projects, the site started a collaborative environment for other EOD teams around the Marine Corps from North Carolina, California, and Japan to view progress of events and provide expertise in an online experience.

► Follow-On User Training

- The user training enabled the leadership of the EOD team to create individual pages for specific programs within their team structure.
- Implementation of OneNote was used as a way to pass information to new members of the EOD team to assume roles and responsibilities upon joining the unit.