NDIA Connect

DIVISION REFERENCE GUIDE

ABOUT NDIA CONNECT

NDIA Connect, an online community providing broad resources for defense professionals, is the latest member benefit from NDIA and its Affiliates. By enabling conversation, connection, and collaboration, NDIA Connect provides our members, including our Divisions, a reliable source of information for topics related to the defense industrial base and supply chain, news about association happenings and event updates, as well as broad content related to national security and defense. We are confident that NDIA Connect will foster progress and innovation in your personal and professional lives by expanding both your knowledge base and network.

NDIA encourages each Division to move much of its business presently conducted over email to NDIA Connect within the Discussions feature, Resource Libraries, and Workspace module. As members are able to access their secure communities within the platform from anywhere at any time, NDIA Connect ensures the smooth sharing of information, the continuation of productive collaboration, and the organization of important Division-related materials and conversations. Learn more on the **FAQ page**.

COMMUNITY FUNCTIONALITIES

Community Membership

Based on your Division and Chapter participation as well as your interest areas, you will be either automatically assigned to or able to join certain communities within NDIA Connect. More communities become available periodically as we launch them on a rolling basis. However, all members are already part of a platform-wide community called the Agenda, where general discussions occur, information is shared, questions are answered, and networks grow.

Community Administration

Each community is assigned at least two Community Administrators—one NDIA staff member and one volunteer leader—with special responsibilities and privileges. A Community Admin is in charge of monitoring the community for inappropriate posts while ensuring continued engagement between users. In return, a Community Admin is able to configure certain community settings, view community reports, organize the library, and lead the collaboration within the Workspace.

Member Directory

Search for people both in and out of your current network, strengthening your preexisting working relationships while building new ones. Find defense professionals who work in your field or others, who are interested in what interests you, or who could enhance your defense-related work.

- Export lists of Division community members for roster reviews and outreach efforts
- Find specific Division community members to private message within NDIA Connect
- Identify other defense professionals in your local area or field of interest

Discussions

Start your own discussion threads or reply to those of other users, prompting conversations related to topics of interest and importance to the defense and national security communities.

- Start threads of your own with a thought, comment, question, or attachment to launch a conversation
- Reply to existing threads or posts within those threads to continue a conversation

Resource Libraries

As you and your colleagues collaborate on projects and plans, upload relevant documents to NDIA Connect so that all authorized users may access them. This way, there's no more need to send dozens of emails and attachments that could become lost in the process.

- Create a folder structure that's useful and logical
- Develop a tagging system to connect related documents to one another
- Store historical and present Division documents that are no longer in progress
- Organize Division resources using a structured folder system and even tags
- Upload documents by copyright licensed file(s), hyperlink, standard file upload, webinar, and/or YouTube video
- Upload recordings and visual supplements from past meetings and webinars

Workspace

Workspace is an additional module of NDIA Connect that enables members of a given Division community to participate and collaborate anywhere with document sharing and editing functionalities. Workspace is generally a centralized hub for working documents that are not yet finalized; finalized documents should be stored in the community's Resource Libraries. Beyond document-related work, Workspace allows for ballots to be cast, enabling members of each Workspace to ask questions, acquire certain approvals, or elect new positions.

- Create a folder structure that's useful and logical

- Develop a tagging system to connect related documents to one another

- Collaborate on Division documents and resources that are in progress and that require revisions or approvals

- Comment and vote on specific versions of documents

- Conduct real-time event planning and management between periodic Division meetings

- Keep a living record of conversations, initiatives, and action items

- Make sustained progress on developing Division efforts

- Cast ballots to conduct voting on elections, approvals, and more

- Assign action items to specific Division community members

*Please note: Not all communities are eligible to have a Workspace; eligibility depends on community configuration and membership.

To log in, visit **Connect.NDIA.org**
To learn more, visit **NDIA.org/Membership/About-NDIA-Connect**

CONTACT US

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INTEGRATED DIVISION COMMUNITIES: REQUIREMENTS & RESPONSIBILITIES

Before any given Division community can go live on NDIA Connect, the following steps must be completed to ensure the smooth and effective launch of that community. These requirements and responsibilities are intended to enhance the use of Division communities—not inhibit it.

1. The Division must appoint one or more points of contact (POCs) who volunteer to serve as a Community Administrator for the given community. POCs' responsibilities include:

   a. Establishing real-time notifications for themselves to monitor activity in the community and to address questions and issues in a timely manner.

   b. Monitoring the community at least three times per week to facilitate collaboration and identify inappropriate posts.

   c. Identifying inappropriate posts and managing flagged posts that appear in the moderation queue.

      - Access the moderation queue from the "Settings" button within the Division community to view and either approve or reject pending posts. Only when rejecting a post is an email communication to the member required, notifying them of the rejection and the reason for it. Be sure to reference the NDIA Connect **Rules & Etiquette** and copy your NDIA HQ Staff Liaison on the email communication.

   d. Answering member questions about NDIA Connect and connecting members to NDIA's Membership Team for broader questions about NDIA.

   e. Providing NDIA HQ Staff with periodic updates on the community's activity level and individual members' membership status.

   f. Understanding, accepting, and adhering to the processes and provisions contained within the **Workspace Guide**.

2. Establishment requires the Division to consistently engage within the online community to set a precedent for solid engagement within the newly established community.

   a. Division members are expected to post or reply on NDIA Connect nearly every day and at least every week to ensure the greatest level of collaboration. Conversations and planning should be ongoing; no post should be left without at least one reply.

3. Once a Division completes these steps, the Division must ask its NDIA HQ Staff Liaison to submit a Community Request to open the Division community. Divisions can expect their communities to open within five (5) business days of the request, though the timeline may vary.