

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 1370.1

Mike Monroney Aeronautical Center Policy

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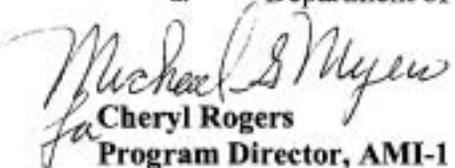
SUBJ: Telework Remote Connectivity Requirements

- 1. Purpose of This Notice.** This Notice establishes requirements for remote connectivity support of teleworkers at the Mike Monroney Aeronautical Center (MMAC).
- 2. Who This Notice Affects.** Any user connecting to the MMAC Local Area Network (LAN) using Virtual Private Networking (VPN) connectivity.
- 3. Where I Find A Copy.** This Notice will be maintained by The Office of Information Technology (AMI).
- 4. Background.**
 - a. Telework provides many benefits to personnel and organizations including flexibility of location and working hours and may include access to applications and resources available only to computers directly attached to the network. This flexibility adds responsibility and security concerns for teleworkers and AMI. The National Institute of Standards and Technology (NIST) and the Office of Personnel Management (OPM) have documented requirements for implementation of telework programs with emphasis on security. This implementation of telework provides the flexibility of telework while minimizing risk.
 - b. Contingency/Disaster Recovery (C/DRP) situations including Pandemic operations are expected to rely heavily upon telework to keep mission essential programs in operation. During C/DRP operations, personnel and network resources may be at reduced levels requiring prioritization of resources.
 - c. Presidential Directive (PDD-20) requires Continuity of Operations Plans (COOP), in turn, identifies essential personnel. The FAA Telework Agreement allows further identification of Emergency Teleworkers. This distinction identifies personnel who require priority access to network resources.
 - d. The Office of Information Technology (AMI) has established a process to support telework and to provide priority access and support to emergency teleworkers.

- a. Only Government provided computer devices will be used for telework. Personally owned computer devices may be used for Internet e-mail access.
- b. Managers for teleworkers will ensure the following:
 - 1) A current signed FAA Telework Agreement is on file with The Office of Human Resources Management (AMH) (reference LWS 8.19 - FAA Telework Program)
 - 2) An access request is submitted to the Customer Services Center (CSC) for all teleworkers requiring remote access (VPN) to the MMAC LAN and will specify the following:
 - (a) If the employee is an Emergency Teleworker.
 - (b) Telework configuration required.
- c. Two telework configurations are available:
 - 1) Basic access to the Intranet services only. This provides access to web enabled services such as the FAA Employee website, CASTLE, FIND, etc. It does not provide access to network shared folders, printers, and other devices.
 - 2) Full access to the network. Teleworkers have the same access to network resources both on campus and when remotely connected. This is the standard configuration for teleworkers requiring remote connectivity.
- d. The supporting Information Technology (IT) group for each organization is responsible for ensuring computing equipment used for telework meets current Federal Government security requirements including, but not limited to, anti-virus, scanning, operating system/application currency and critical patches, control of use, etc.).

6. Related Publications.

- a. National Institute of Standard and NIST Special Publication 800-53, Recommended Security Controls for Federal Information Systems.
- b. E-mail from Pam Rusk ARC-020 ISSO Subj: List of Pan Flu Issues/Requirements dtd 20 July 2006.
- c. Human Resource Policy Manual (HRPM) Volume 8, Leave, Work Schedules and Telework.
- d. Department of Transportation Order 1501.1, "Telework Policy."


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