

Policy & Procedures for Authorized Access to Network Infrastructure & Services

Background:

Fermilab's local network infrastructure is designated as a minor application within the Laboratory's Computer Security Protection Plan (CSPP). Exclusive of several exceptions noted in the CSPP, the network is managed by CS/CCD. Access to the Laboratory's network infrastructure for purposes of installation, management & operations, and device/server configuration modification is limited to designated staff members within CCD. Those individuals are required to have demonstrated competence & reliability in order to be permitted to access the Laboratory's network infrastructure.

Policy:

The Network Section requires staff members to demonstrate the competence & reliability necessary for being allowed to access network infrastructure in three ways:

- demonstration of the necessary technical competence
- establishment of the appropriate level of trust & sound judgment
- job responsibilities & assignments that require access to network infrastructure

Staff members must meet all three criteria before being granted access to the Laboratory's network infrastructure.

Procedures:

A staff member's technical competence is demonstrated in several ways. The individual must have met the standards established in the job description for network analyst position. The individual must also have successfully completed a six month probationary period, during which their technical competence would need to be demonstrated for permanent employment. Day-to-day execution of assigned job tasks & responsibilities under group leader or section head supervision demonstrates technical competence on an ongoing basis.

Trust & sound judgment are similarly established through supervisory oversight during the probationary period, and in the day-to-day execution of job tasks & responsibilities, on a continual basis.

Finally, assignment of job responsibilities consistent with managing & operating the network infrastructure is required before a staff member is provided the necessary

passwords to access it. Network Section staff members who have demonstrated technical competence, as well as trust & sound judgment, will normally be placed in the on-call rotation for off-hours support. Assignment to the on-call rotation is sufficient to establish that access to the network infrastructure is required. The off-hours on-call list serves as the listing of staff members vetted to access the Laboratory network infrastructure.

Foreign National Access

As a matter of practice, the nationality of an individual is a matter of privacy that does not enter into assignment of job tasks or responsibilities. Issues involving the nationality of individual staff members is within the province of and handled by the DAA for the Laboratory.