December 20, 2002

MEMORANDUM FOR:	Heads of Operating Units
	Chief Information Officers
FROM:	Thomas N. Pyke, Jr.
SUBJECT:	DOC Policy and Implementation Standards for Remote Access Security

This memorandum announces issuance of the *Department of Commerce Remote Access Security Policy and Minimum Implementation Standards*. It is part of the Commerce IT Management Handbook, and is applicable Department-wide. A copy of this new policy is attached.

This policy provides the minimum standards to reduce risks to DOC IT systems and data while enabling DOC staff to remotely access DOC IT systems for official duty purposes. When an individual remotely accesses DOC IT systems, the overall security of those systems may be lowered and the potential for unauthorized access to data increased. The policy applies to all DOC federal employees and contractors who remotely access unclassified DOC IT systems as well as other authorized government officials, business partners, third party collaborators, and researchers who require remote access to DOC systems. The policy applies to all DOC IT systems, regardless of platform, that allow remote access and it explains the proper configuration and maintenance of the devices used to conduct remote access. These devices include DOC-owned and furnished, personally-owned, and publicly-accessed equipment, and equipment at alternate operation sites used for continuity of operations activities, and it explains the security of the systems and networks that connect the devices to DOC IT systems.

All DOC operating units must complete and issue supplemental implementation guidance to describe specific practices for implementing this policy and mandatory minimum standards within each operating unit. The guidance must be issued by March 31, 2003, sooner if possible, with a copy submitted to the DOC IT Security Program Manager. In addition, all DOC operating units must notify the DOC IT Security Program Manager in writing by March 31, 2003, that these standards have been fully implemented, or provide a detailed schedule of milestones for completing implementation no later than September 20, 2003. The mandatory minimum standards of this policy must be fully implemented by September 30, 2003, sooner if possible.

Thank you for you continued commitment to ensuring adequate protection of Department of Commerce systems and data through IT security. If you have questions, please contact Nancy DeFrancesco, the Department's IT Security Program Manager, at (202) 482-3490, or me at (202) 482-4797.

Attachment