

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

INFORMATION RESOURCES MANAGEMENT

INFORMATION TECHNOLOGY CONNECTIVITY

PORT MANAGEMENT POLICY

Effective Date: 09/06/2016

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1. PURPOSE.

The purpose of the Food and Drug Administration's (FDA) Port Management policy is to outline requirements for the design configurations for ports on network switches and routers, and the management of the network infrastructure that provides network services for the FDA.

2. BACKGROUND.

The FDA's network has evolved over the past decade to a converged environment transmitting voice, video and data over a single wire which has also been extended through a wireless infrastructure. Whether wired data drops or wireless access points, end users will traverse a switch port to gain access to the FDA's administrative network. In order to effectively maintain a highly available and highly secured network environment that is scalable, a clearly defined policy must be followed that provides guidance for both new installation configurations as well as day-to-day operational management of these ports.

3. POLICY.

Management of the network infrastructure must include the following:

- A. Control of all device ports that provide access to the FDA's network.

- B. Adherence to all FDA security and IT standards and applicable Federal mandates.
- C. Completion of internal review process(es) for new installations, engineering changes and asset decommissioning.
- D. Tracking of all issues with the network device ports via the proper FDA help desk process.

4. PROCEDURES.

All procedures related to the maintenance and support of FDA network switches will follow the Infrastructure Engineering/Network Operations Standard Operating Procedures and OIMT Service Level Agreements. Change Control and documentation of activities will be completed via the FDA Help Desk support platform. Procedures are available upon request via Office of Technology and Delivery (OTD).

5. RESPONSIBILITIES.

A. Chief Information Officer (CIO)

The CIO provides leadership and direction regarding all aspects of the Agency's information technology (IT) programs and initiatives including operations, records management, systems management, information security, strategic portfolio, and executive coordination and communication activities.

B. Deputy CIO, Office of Technology and Delivery (OTD)

The Deputy CIO, OTD is responsible for the execution and implementation of infrastructure operations and application services policy and procedures throughout the FDA enterprise.

C. Office of Information Management and Technology (OIMT), Network and Communications Operations Branch (NCOB)

Infrastructure Engineering/Network Operations (IE/NO) is responsible for the implementation and operational support for all network infrastructure components. IE/NO has the overall responsibility for the daily maintenance and management of the FDA Enterprise Network including the implementation and management of devices and their available ports.

D. FDA Chief Information Security Officer (CISO)

The CISO, appointed by the CIO, serves as the Agency focal point to direct and oversee the IT Security Program within the Agency. The CISO is responsible for assuring secure network access and IT security-related requirements are implemented and compliant with federal mandates.

6. REFERENCES.

NIST Special Publication (SP) 800-13: Telecommunications Security Guidelines for Telecommunications Management Network, October 1995

NIST SP 800-53 Revision 4, Security and Privacy Controls for Federal Information Systems and Organizations, December 2014

7. EFFECTIVE DATE.

The effective date of this guide is September 6, 2016.

8. Document History – SMG 3235.2, “Port Management Policy”

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	09/01/2016	N/a	Deputy CIO, Office of Technology and Delivery (OTD)	FDA Chief Information Officer
Change	10/20/2017	Sect.4 and 5.C. -change NCOB to EI/NO	Office of Technology and Delivery (OTD)	Mohammed Chaudhry, Acting Director OTD/DIO and CTO

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