



**LANGLEY
POLICY
DIRECTIVE**

Directive: LAPD 2400.3

Effective Date: February 13, 2012

Expiration Date: December 31, 2016

Responsible Office: IT Infrastructure Branch, Office of the Chief Information Officer (OCIO)

**SUBJECT: Langley Research Center (LaRC) Computer Networks
for Data Communications**

1. POLICY

LaRC will provide centralized management and coordination of intra-Center computer networks, and interconnection to off-site computer networks.

2. APPLICABILITY

This directive is applicable to all LaRC employees, including component facilities and technical and service support centers.

3. AUTHORITY

- a. NPR 2810.1, "Security of Information Technology."

4. APPLICABLE DOCUMENTS AND FORMS

- a. LMS-CP-5519, "Requesting Information Technology Services."
- b. LMS-CP-5630, "Requesting, Modifying, or Restoring a Public Key Infrastructure (PKI) Certificate."
- c. LMS-CP-5696, "Accessing Network Services through the Center Firewall."
- d. LMS-CP-5915, "Obtaining Two-Factored Authentication Credentials and a Virtual Private Network (VPN) Account."

5. RESPONSIBILITY

- a. IT Infrastructure Branch, OCIO
 - (1) Serve as single LaRC point of contact for computer networks.
 - (2) Plan, coordinate, approve, and execute all activities related to LaRC local area computer networks and interconnection to off-site computer networks.
 - (3) Maintain formal communications with LaRC research groups to identify network requirements.
 - (4) Evaluate requirements and integrate into Centerwide network plans.

- (5) Provide ongoing operational support and maintenance for the LaRC local area computer network (LaRCNET).
- (6) Provide user training and documentation as required for the utilization of the LaRC local area computer network (LaRCNET).
- (7) Define the requirements for and provide the installation of cable facilities and communication channels necessary for the implementation of intra-Center computer networks and interconnection to off-site computer networks.
- (8) Provide cable facilities and communication channels required to implement intra-Center computer networks and interconnection to off-site computer networks.
- (9) Provide other communications facilities that may be required that are within the Center's integrated voice/data telecommunications system.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT/VERIFICATION

None

8. CANCELLATION

LAPD 2400.3, dated April 9, 1999.

Original signed on file

Lesa B. Roe
Director

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