

DEPARTMENT OF THE ARMY
Corps of Engineers, Portland District
P.O. Box 2946
Portland, Oregon 97208-2946

CENWP-IM
Regulation
No. 25-1-13

1 January 2004

Information Management
PORTLAND DISTRICT AUTOMATED COMPUTER CONFIGURATION MANAGEMENT
(PACCOM)

History. This issue is a new Portland District (NWP) regulation.

Summary. This regulation covers the guidelines for implementing and managing the automated computer configuration.

1. PURPOSE. To establish policy and procedures for USACE Portland automated client computer configuration management. The Portland District is required under Army regulations, directives and DoD mandate, to maintain client computers with the current Operating System and Application versions. This maintenance is especially critical with respect to computer security. It is no longer feasible to manually assess and manage the NWP client computer base. The labor on the part of Systems Administrators and IM Technical Support Staff is too great. The response time is too long. An automated solution is required.

2. APPLICABILITY. This regulation is applicable to all computer systems managed by the NWP Information Management office, i.e. the Portland District (NWP) and all Project Offices computer systems.

3. REFERENCES.

a. Required References.

(1) AR 25-2, Information Management Information Assurance. Cited in paragraph 4d(1).

(2) NWDR 25-1-2, Northwestern Division (NWD) Office Automation Configuration Management. Cited in paragraph 1.

b. Related References.

(1) CECI-A Memorandum, dated 1 Aug 03, Subject: Information Assurance.

(2) AR 25-1, Army Information Management, 31 May 2002.

(3) DoDD 8500.1, Information Assurance, 24 Oct 2002.

(4) DoDI 8500.2, Information Assurance (IA) Implementation, 6 Feb 2003.

4. RESPONSIBILITIES.

a. Portland District (NWP) Information Management, Chief will:

(1) Disseminate the policy and communicate the overall integration of the PACCOM into the NWP strategic plan and objectives.

(2) Oversee and ensure full implementation of the PACCOM initiative.

b. NWP Customer and Infrastructure Support, Chief will:

(1) Manage and oversee the technical implementation of automating Portland District computer configuration management.

(2) Review proposed changes and/or exceptions to the Automated Configuration Management Policy for technical feasibility and ramifications.

(3) Establish and maintain Standard-Operating-Procedures (SOPs) governing PACCOM implementation.

c. NWP Information Assurance Manager (IAM) will:

(1) Develop and implement PACCOM policy and directives in accordance with Army regulations, policies, and directives.

(2) Conduct periodic reviews and audits of PACCOM to ensure compliance with the policy and Army Information Assurance requirements.

(3) Ensure use of commercial-off-the-shelf (COTS) or other products used with PACCOM are consistent with IA requirements and do not introduce an unacceptable risk within the Portland District.

(4) Immediately report violations and non-compliance of this policy to the NWP Information Management Chief and NWP Deputy Commander.

d. Information Assurance Network Manager (IANM) will:

(1) Implement and maintain the PACCOM environment to ensure proper configuration management of all NWP client computers IAW AR 25-2.

(2) Coordinate PACCOM implementation to ensure comprehensive coverage for all NWP computer systems.

(3) Review, evaluate and report impacts or effects to operational readiness and security for NWP computer systems during, and periodically after, PACCOM implementation.

(4) Prepare and report on PACCOM initiative to the Portland District Information Management Chief, detailing the progress for mitigating all NWP computer systems from manual patching and configuration, and extent of coverage.

(5) Immediately report violations and non-compliance of this Policy to the NWP IAM.

e. System or Network Administrators will:

(1) Assist NWP IANM with fully implementing and maintaining PACCOM on all pertinent NWP computers.

(2) Ensure and verify CENWP-IM-C support staff have administrative access to the computers.

(3) Ensure and verify computers have the automated configuration maintenance tools installed and active.

(4) Ensure and verify computers have Anti Virus software installed and configured as prescribed by CENWP-IM-C an work with CENWP-IM-C SAV servers.

(5) Ensure and verify that the operating system of each PC on the network is the current approved operating system.

(6) Immediately report the discovery of any PC that is not compliant with 2-5 above to the IANM.

f. All Users will be:

(1) Prohibited from changing software configurations, hardware configurations, or settings in a manner that prevents CENWP-IM-C support staff from achieving full administrative access to the PCs.

(2) Prohibited from changing software configurations, hardware configurations, or settings, in a manner that prevents or limits automated configuration maintenance tools operations.

(3) Prohibited from changing software configurations, hardware configurations, or settings in a manner that prevents or limits effective operation of Anti Virus software on the District's computers and servers.

(4) Prohibited from installing, configuring, or changing PCs operating systems.

(5) Authorized to operate only Windows 2000 and newer operating systems, as approved by IM staff.

5. POLICY.

a. All Portland District (including Field Offices) computer systems will be maintained by automated configuration maintenance tools.

b. All Portland District Systems Administrators (SA), and Network Managers/Administrators (NM/NA) must provide unrestricted permissions and access for CENWP-IM-C (IM Customer Support) specifically for automated configuration management operations.

c. All computer systems must be powered up and left ON at all times to provide for after hours and weekend configuration maintenance. Computers do not have to be logged on to the Network, but they must be left powered on with password protected screensavers activated.

6. GENERAL.

a. ENFORCEMENT. Manual configuration maintenance of NWP computers will not be permitted without adequate justification and approval from the Chief NWP Information Management Office. All exceptions will be examined on a case-by-case basis.

b. EXCEPTIONS. Information Management realizes there will be exceptional cases where applying automation is not feasible or not economical - for example, the dredges at the Moorings are likely to be recognized exceptional cases for technical reasons.

c. IMPLEMENTATION. The Information Management Customer Support Branch (CENWP-IM-C) will be responsible for coordinating with the District Offices for implementing the system configuration changes and permission necessary for meeting this suspense.

NWPR 25-1-13
1 January 2004

d. If you any questions or for more information, please contact Brian Grove, Information Assurance Manager (CENWP-IM-R), at 503-808-5013.

FOR THE COMMANDER:



VICKIE L. ASHENBRENNER
Executive Assistant

DISTRIBUTION:
NWP – All Employees