

TABLE OF CONTENTS
INTERNET & E-MAIL SECURITY
DM 3525-000

	Page
Chapter 5 – General Information	
1 Purpose	2
2 Cancellation	3
3 References	3
4 Scope	3
5 Abbreviations	3
3525-001	
Part 1 – USDA Internet Access Security for Private Internet Service Providers	
1 Background	1
2 Policy	1
3 Responsibilities	3
3525-002	
Part 2 – Internet Use & Copyright Restrictions	
1 Background	1
2 Policy	2
3 Responsibilities	3
3525-003	
Part 3 – Telework and Remote Access Security	
1 Background	1
2 Policy	2
3 Responsibilities	3
Table	
1 Telework Security/IT Checklist Roles and Functions	
2 Telework Security Checklist	
Cyber Security References	

U.S. Department of Agriculture
Washington, D.C.

DEPARTMENTAL MANUAL		NUMBER: 3525-000
SUBJECT: Internet & E-mail Security	DATE February 17, 2005	
	OPI: Office of the Chief Information Officer, Cyber Security	

CHAPTER 5
GENERAL INFORMATION

1 PURPOSE

This Departmental Manual chapter supplements the requirements of Departmental Regulation (DR) 3300-1, Telecommunications, Appendix I and updates DR 3140-2, Internet Security Policy. Overall, this chapter is designed to specify the conditions for use of the Internet by USDA agencies and mission areas.

Part 1, USDA Internet Access for Private Internet Service Providers establishes the requirement for Internet access to be obtained by agencies/mission areas from the USDA Internet Access Network whenever feasible. In addition, security provisions are outlined that must be met by all agencies that use private Internet Service Providers on an exception basis.

Part 2, Internet Use & Copyright Restrictions defines the several conditions for the authorized use of the Internet and protection of USDA Information Technology (IT) resources. Material in this part includes both operational requirements and expected official behavior on the part of USDA users.

Part 3, Telework and Remote Access Security provides security policy with regard to Telework Arrangements and Remote Access to USDA's networks. Material in this part includes policy and a Telework Security Checklist for use by all agencies and staff offices in establishing these arrangements.

2 CANCELLATION

This Departmental Manual chapter will be in effect until superseded.

3 REFERENCES

Memorandum for the Heads of Executive Departments and Agencies, Subject: Expanding Family-Friendly Work Arrangements in the Executive Branch, July 11, 1994;

Public Law 104-52, Treasury, Postal Service and General Government Appropriations Act of 1996;

Public Law 106-346, Section 359, Department of Transportation Appropriations Act of 2001;

OPM Memorandum to Executive Heads of Agencies, Subject: Establishing Telecommuting, dated 2/9/01;

OPM Final Report on Technology Barriers to Home-Based Telework;

NIST Bulletin, Subject: Security Issues for Telecommuting

General Services Administration, Federal Telework Topics

DR 3440-2, Control and Protection of "Sensitive Security Information";

DR 4080-811-02, Teleworking Programs;

DM 3595-002, Appendix B, CS Legal and Regulatory References.

4 SCOPE

This manual applies to all USDA agencies, programs, teams, organizations, appointees, employees and other activities.

5 ABBREVIATIONS

CIO	Chief Information Officer
CIP	Critical Infrastructure Protection

CO	Certifying Official
CS	Cyber Security Program
DES	Data Encryption Standard
DM	Departmental Manual
DR	Departmental Regulation
DSL	Digital Subscriber Line
IP	Internet Protocol
ISP	Internet Service Provider
IT	Information Technology
NIST	National Institute of Standards and Technology
OCIO	Office of the Chief Information Officer
OMB	Office of Management and Budget
OSI	Open Systems Interconnection
P2P	Peer-to-Peer
SSL	Secure Socket Layer
TSO	Office of Telecommunications Services
USDA	United States Department of Agriculture
VPN	Virtual Private Network