



Communications & Operations Management Policy

Table of Contents

1. Purpose	4
2. Scope	4
3. Target Audience	4
4. Roles & Responsibilities	4
5. Policy Statement & Compliance	5
5.1 Policy Statement	5
5.2 Compliance	5
5.3 Enforcement & Management	5
5.4 Monitoring & Review of Policy	6
5.5 Policy Approval	6
5.6 Exceptions	6
5.7 Document Location	6
6. Operational Maintenance Policy	6
6.1 Configuration Management	6
6.2 Configuration Baseline Management	6
6.3 Asset Management	6
6.4 Patch & Vulnerability Management	7
6.4.1 Application of Critical Security Patches	7
6.5 Software Versions	8
6.6 Configuration Change Management	8
6.7 New Technology Evaluation	8
6.8 Data Backups	8
6.9 Backup Media Encryption	8
6.10 Critical Application Logs	8
6.11 Time Synchronization	9
7. Network & Security Maintenance Policy	9
7.1 Encryption	9
7.2 Audit Log Management	9
7.3 Endpoint Security	9
7.4 Mobile Code	9
7.5 Network & Data Segmentation	10
7.6 External Network Interfaces	10
7.7 Internet Traffic Control	10
7.8 Network Central Point of Failure	10
7.9 Public Internet Servers	10
7.10 Network Connections with Outside Organizations	10
7.11 Wireless Network Security	10

7.12 Anti-Malware Tools	10
8. Domain Name Registration & Network Address Management Policy	11
8.1 Internet Domain Name Registration	11
8.2 Internal Network Addresses	11
9. Voice Communication Policy	11
10. Email Security Policy	11
10.1 Email Message Handling	11
10.2 Retention of Email Messages for Legal Hold	12
10.3 Electronic Mail Encryption	12
10.4 Email Distribution Lists	12
10.5 Email Scanning	12
11. References	12
12. Definitions & Acronyms	12
13. Revision History	14
14. Approvals	15