Guidelines for Petitioning the Firewall Advisory Committee

This document describes the process system administrators use to submit a request to the Firewall Advisory Committee. This process may be used to request an alteration in the firewall rule set (that is, to open a hole through the firewall for a particular service) or to request that a host be moved to the unprotected subnet.

1) The petitioner should first obtain a copy of the electronic request form. There are two versions of this form, one for those who would like to offer a service behind the firewall and a version for those who would like their computers moved to the unprotected subnet. Please note that petitions can only be accepted from the person responsible for the computer.
   1. In the case of a departmental/division/research server, the responsible person may be the
department/division/center head or the person designated by the head as the organizations AC&N contact.
   2. In the case of a computer owned by CSM and assigned to a student, the responsible person is the employee
responsible for the computer, not the student who uses the computer.
   3. In the case of a computer owned by an individual, the owner is the responsible person, even if the computer
is located in an on-campus lab.

2) Please fill in all the fields on the form. If you have any questions about the form please contact AC&N. Our
email address is firewall@Mines.EDU, our phone number is (303) 273-3431. You will notice that the form asks
for some detailed technical information (protocols and port numbers). If you are not sure how to answer these
questions AC&N would be happy to help.

3) You should email the completed form to the chair (mailto:fwac-chair@Mines.EDU).

4) The chair will then solicit the recommendation of the AC&N ad-hoc members. You will be informed via email of
any recommendations AC&N makes regarding your request (this process should not take longer than one week).

5) The chair will distribute the request along with AC&N's recommendation to the committee via a blackboard
course and give all committee members the opportunity to attach comments to the request.

6) Committee members who wish to ask questions about the request will post those questions to the blackboard site.
Questions may be addressed to other committee members, AC&N or the petitioner. If the question is addressed to
the petitioner the chair will forward the question to the petitioner and will post his or her reply to the blackboard
course.

7) The committee meets on a regular schedule set every semester. The current schedule is available from the FWAC
web site (http://www.mines.edu/academic/computer/networking/firewall/fwac). You will be notified via
email of the time and place for this meeting. If you would like to address the committee in person at this time you
may. Simply inform the chair and he or she will make the appropriate arrangements.

8) The committee will vote on each request. In cases where the request includes multiple services on a single host,
the committee will vote on the totality of the request unless any of the voting members asks that the request be
split so that individual services can be acted on independently.

9) The chair will communicate the committee’s decisions to you and to the appropriate AC&N staff. If the request
was approved AC&N staff will work with you to implement the request in a timely manner.
   a. Committee approval will include a requirement that you agree to take certain security measures on your
host. You will be required to agree to these requirements before traffic is allowed through the firewall.

10) AC&N will report back to the committee when the request has been implemented. AC&N is also responsible for
communicating to the committee any information about any security related incidents involving an approved host.