

Information Technology Policy

Commonwealth of Pennsylvania Satellite Services & Equipment Policy

Number ITP-NET010	Effective Date September 26, 2006
Category Network	Supersedes None
Contact RA-ITCentral@pa.gov	Scheduled Review October 2023

1. Purpose

The purpose of this Information Technology Policy (ITP) is to establish an enterprise-wide policy concerning the allocation and use of satellite voice, video, and data services and equipment for the Commonwealth.

2. Scope

This ITP applies to all offices, departments, boards, commissions, and councils under the Governor's jurisdiction (hereinafter referred to as "agencies"). Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

3. Policy

In addition to its proven usefulness in disaster response scenarios, agencies may choose to utilize satellite equipment and services for its capabilities related to general mobility, remote accessibility, and other purposes. Agencies choosing to utilize satellite equipment and services shall adhere to the guidance and responsibilities listed in this policy as well as any other policies that may be applicable to their specific use case.

3.1 General Policy

Allocation of satellite equipment and services shall be determined as operationally necessary by the agency personnel responsible for the management of satellite technology.

Due to the associated costs of satellite communications relative to other communication methods, agencies shall only use satellite services when landline

facilities are not available, or as a communication device of last resort (except for training exercises).

Telephone numbers for satellite devices shall be unlisted and shared for business-related purposes only. Employees shall not place satellite telephone numbers on their business cards.

Agencies shall monitor the costs and the appropriate use of satellite equipment and services and ensure that utilization is in accordance with [Management Directive 205.34 Amended, Commonwealth of Pennsylvania Information Technology Acceptable Use Policy](#).

3.2 Mobile Satellite Devices

The allocation, usage, and security of mobile satellite devices shall be in accordance with the guidance provided in [ITP-SEC035, Mobile Device Security Policy](#).

Mobile satellite devices shall be enrolled in [Mobile Device Management \(MDM\)](#) in instances where it is technically possible, and the device is compatible with the Commonwealth's MDM service offering.

Agencies shall immediately report a lost or stolen mobile satellite device or any compromise of data of a mobile satellite device per [ITP-SEC024, Information Technology Security Incident Reporting Policy](#).

Agency personnel planning to utilize mobile satellite devices while traveling for Commonwealth business outside of the United States shall ensure they are aware of and comply with any local laws and regulations related to the possession and usage of mobile satellite devices.

3.3 Stationary or Vehicle Mounted Satellite Implementations

Agencies who are utilizing satellite equipment and services for Direct Internet Access (DIA) or to connect to the Commonwealth Enterprise Network shall adhere to the requirements established in [ITP-NET018, Commonwealth Metropolitan Area Network \(MAN\) and Internet Access](#).

3.4 Satellite Video & Media

Agencies shall coordinate with Commonwealth Media Services (CMS) for all satellite television, video, and broadcasting services in accordance with [Management Directive 220.1 Amended, Commonwealth Media Services](#) and [ITP-NET007, Cable/Satellite Television \(CATV\) Services](#).

4. Responsibilities

4.1 Agencies shall:

- Allocate satellite equipment and services only when it is determined to be operationally necessary.

- Only use satellite services when landline facilities are not available, or as a communication device of last resort (except for training exercises).
- Ensure addresses and telephone numbers for satellite devices are unlisted.
- Monitor the costs and the appropriate use of satellite services.
- Adhere to any other ITPs that may be applicable to the specific satellite implementation or use case.

4.2 Office of Administration, Office for Information Technology shall

Comply with the requirements as outlined in this ITP.

5. Related ITPs/Other References

- Definitions of associated terms of this policy are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/Glossary.aspx>
- Commonwealth policies, including Executive Orders, Management Directives, and IT Policies are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>
- [*Management Directive 205.34 Amended, Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*](#)
- [*Management Directive 220.1 Amended, Commonwealth Media Services*](#)
- [*ITP-ACC001, Digital Accessibility Policy*](#)
- [*ITP-NET007, Cable/Satellite Television \(CATV\) Services*](#)
- [*ITP-NET018, Commonwealth Metropolitan Area Network \(MAN\) and Internet Access*](#)
- [*ITP-SEC024, Information Technology Security Incident Reporting Policy*](#)
- [*ITP-SEC035, Mobile Device Security Policy*](#)

6. Authority

[*Executive Order 2016-06, Enterprise Information Technology Governance*](#)

7. Publication Version Control

It is the [Authorized User's](#) responsibility to ensure they have the latest version of this publication, which appears on <https://itcentral.pa.gov> for Commonwealth personnel and on the Office of Administration public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>. Questions regarding this publication shall be directed to RA-ITCentral@pa.gov.

8. Exemption from this Policy

In the event an agency chooses to seek an exemption from the guidance within this ITP, a request for a policy waiver shall be submitted via the enterprise IT policy waiver process. Refer to [*ITP-BUS004, IT Policy Waiver Review Process*](#) for guidance.

This chart contains a history of this publication's revisions. Redline documents detail the revisions and are available to CWOPA users only.

Version	Date	Purpose of Revision	Redline Link
Original	09/26/2006	Base Document	N/A
Revision	03/03/2011	ITP Refresh	N/A
Revision	10/28/2022	<ul style="list-style-type: none"> • Background section deleted • Restructured document for clarity • Information from OPD-NET010A, OPD-NET010B, and OPD-NET010C has been incorporated into the policy where applicable and these supplemental documents are to be rescinded • Removed procurement related content • Added policy language related to mobile satellite devices, vehicle mounted and stationary satellite implementations, and satellite video and media • Updated responsibilities section • Updated references section 	Revised IT Policy Redline <10/28/2022>