

# **Information Technology Policy**

## ***Internet Protocol Address Standards***

**Number**

ITP-NET004

**Effective Date**

March 1, 2006

**Category**

Network

**Supersedes**

None

**Contact**

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**Scheduled Review**

January 2025

### **1. Purpose**

This Information Technology Policy (ITP) establishes and maintains enterprise-wide policy for the centralized registration, management, and distribution of Internet Protocol (IP) addresses by the Office of Administration, Office for Information Technology (OA/IT).

### **2. Scope**

This ITP applies to all offices, departments, boards, commissions and councils under the Governor's jurisdiction and any other entity connecting to the Commonwealth Network (hereinafter referred to as "agencies").

Third-party vendors, licensors, contractors or suppliers shall meet the requirements of this ITP that are applicable to the products and services provided to the Commonwealth as outlined in the Responsibilities Section.

### **3. Objective**

Distribution of any IP addresses is centrally managed by OA/IT Network, Unified Telecommunication, and Security Operations (NUTSO) to ensure the following:

- Centralized IP address administration and management
- Route summarization
- Enhanced security
- Improved resource management through addressing contiguous address space

### **4. Policy**

This ITP assigns sole responsibility for the registration, management, and distribution of Internet Protocol (IP) addresses for all internal resources and external connections to the Commonwealth Enterprise Network to OA/IT.

IP addresses include Internet non-routable addresses (RFC1918), Public Network addresses, Multicast (RFC1112), Prefix for Shared Address Space (RFC6598), and IPv6 (internal and registered) addresses.

Agencies shall not obtain IP addresses of any kind, except for instances where those addresses are part of a third-party service offering.

All ARIN assigned IP addresses, if any, for agencies or organizations that are a part of the Commonwealth Enterprise shall be transferred to the Commonwealth Enterprise. All requests for future addresses from ARIN shall be routed through the Commonwealth Enterprise team.

Agencies that need to request IP Addresses shall submit a request via the [IT Service Management Tool](#) (Commonwealth access only):

- Global Service Catalog
- Category: Network
- Subcategory: Service
- Service: IP Address

If access to the IT Service Management tool is not available, agencies shall e-mail their requests to NUTSO at [ens@pa.gov](mailto:ens@pa.gov), which will assign the IP addresses to the requesting agency.

The roles and responsibilities for OA/IT and the agencies are defined in [OPD-NET004A, Internet Protocol Address Roles and Responsibilities](#).

## 5. Responsibilities

### 5.1 Agencies shall:

- Submit requests to obtain IP Addresses.
- Use IP addresses on or for connecting to Commonwealth IT resources as assigned by NUTSO.

### 5.2 OA/IT shall:

- Submit requests to obtain IP Addresses.

### 5.3 NUTSO shall:

- Assign IP Addresses to requesting agencies and third-party vendors.
- Maintain American Registry of Internet Numbers (ARIN) assigned and Request for Comment (RFC1918) IP Address inventory.

### 5.4 Third-party vendors, licensors, contractors, or suppliers shall:

- Comply with the requirements as outlined in this ITP if they require a connection to the Commonwealth Enterprise Network by submitting requests to obtain IP Addresses.
- Coordinate with NUTSO when supplying address space required as part of a service offering.

## 6. 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\*](#)
- [\*OPD-NET004A, Internet Protocol Addresses Roles and Responsibilities\*](#)
- [\*American Registry for Internet Numbers \(ARIN\)\*](#)
- [\*RFC1918\*](#)

## 7. Authority

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

## 8. 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 are to be directed to [RA-ITCentral@pa.gov](mailto:RA-ITCentral@pa.gov).

## 9. 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	03/01/2006	Base Document	N/A
Revision	12/20/2010	ITP Refresh	N/A
Revision	11/29/2021	<ul style="list-style-type: none"> <li>• Updated ITP Template</li> <li>• Added Third-party vendors to Scope and Responsibilities</li> <li>• Provided further guidance for submitting requests for IP Addresses</li> <li>• Updated Responsibilities and Related ITPs/Other References Section</li> <li>• Added links</li> </ul>	N/A
Revision	01/05/2024	<ul style="list-style-type: none"> <li>• Scope updated to include other entities connecting to the Commonwealth Network</li> <li>• Updated ENOS to NUTSO</li> </ul>	<a href="#">Revised IT Policy Redline &lt;01/05/2024&gt;</a>

Version	Date	Purpose of Revision	Redline Link
		<ul style="list-style-type: none"><li>• Removed background section.</li><li>• Added Multicast (RFC1112) and Prefix for Shared Address Space (RFC6598)</li><li>• Added requirement for IP addresses to be transferred to the Enterprise.</li><li>• Removed language around IPv6 transition.</li><li>• Updated Responsibilities section</li></ul>	