

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 43

SUBJECT: Remote Access to DOTD Internal Network by External Users

EFFECTIVE DATE: May 11, 1984

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

The Department of Transportation and Development (DOTD) allows authorized external users remote access to servers, systems, software, etc., via a web-based VPN system. These users are generally defined as contractors and consultants working contractually with the Department.

The executor of the contract, usually a DOTD Section/District Appointing Authority or designated appointee, has the responsibility of "sponsoring" the Contractor, Consultant, Vendor or other entity requesting access to servers, systems, or files within the DOTD data network. In this capacity the sponsor coordinates with the external user to provide relevant Information Technology as follows:

- a) Completes and executes Request for DOTD VPN Access by External User (Attachment A)
- b) Obtains each prospective external users' signature on Contractors' Responsibilities When Using DOTD's Software and Network Resources Compliance Agreement

All completed and signed documentation should be forwarded to the I/T Director at the following address:

DOTD  
Director, Information Technology Section  
Post Office Box 94245  
Baton Rouge, Louisiana 70804-9245



Sherri H. LeBas, P.E.  
Secretary

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**Attachment A**

**Request for DOTD VPN Access by External User**

DOTD POINT OF CONTACT: \_\_\_\_\_

SECTION or DISTRICT: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

APPOINTING AUTHORITY: \_\_\_\_\_  
(Usually signature of person executing contract with external user)

COMPANY or CONSULTANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Complete municipal mailing address)

PHONE NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

COMPANY I/T SUPPORT CONTACT: \_\_\_\_\_  
(If no I/T liaison please list key point of contact)

PHONE NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Please provide names and e-mail addresses of ALL authorized users for this specific contract for which access is being requested.

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Revised October 15, 2012

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Please list all servers, directories, files, systems, etc., being requested for authorization of access by the users above.

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TIME PERIOD OF CONTRACT: \_\_\_\_\_  
(Example: May 1, 2009 – May 10, 2010)

Access will terminate on the date shown above unless reauthorized. If the contract ceases prior to date shown above, it is the responsibility of the Section/District sponsor to notify the VPN System Administrator via e-mail or phone immediately. Please initial concurrence here

\_\_\_\_\_.