



U. S. Department of Commerce
National Oceanic and Atmospheric Administration
Office of the Chief Information Officer
Information Systems Management Office
Systems Support Division



Norfolk Regional Center Telecommuter's Security Update Agreement

All Norfolk Regional Center (NRC) employees who telecommute are required to keep their government issued computer up-to-date with the latest security patches and updates. This process usually occurs automatically when a laptop is brought back into NRC. However, for NOAA-owned computers that are permanently kept at a telecommuters home, the process should be manually done each week, but no less than bi-weekly.

In order to manually install the latest security patches and updates, the user will need to log onto the NRC network via VPN and then click on the *Windows Update* icon located on the desktop. The computer will start downloading the most recent *Microsoft Security Updates*. In some instances you will be presented with a screen instructing you to click the icon to begin installing the updates. You may also need to reboot the computer if instructed.

The security updates will install in the 'background' while you continue to work. Some updates are fairly large so you should remain logged into VPN for a minimum of 4 hours to insure that all updates are completely downloaded and properly installed. You can continue working while the updates install in the background.

This update procedure must be performed every week, but no less than once every two weeks. Failure to keep your government issued computer up-to-date with the most current security updates could result in the Systems staff removing your access to the NRC and NOAA computer networks.

Note that periodically the Systems staff may remotely install software updates while you are logged into VPN and in some instances you may be required to reboot the computer in order to complete these updates.

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I understand that I am required to keep my government issued computer up-to-date with the latest security updates and that my failure to do so could result in the loss of access to the NRC and NOAA computer networks.

Printed Name of Employee	Signature of Employee	Date
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Printed Name of Employee Supervisor	Signature of Employee Supervisor	Date
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