

# Mass Workforce Issuance

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**Workforce Issuance No. 06-70**

**Policy**    **Information**

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Associate Directors  
DCS Field Managers

**cc:** WIA State Partners

**From:** Susan V. Lawler, Director  
Division of Career Services

**Date:** November 7, 2006

**Subject:** **Password Policy for DWD Network System Users**

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**Purpose:** To notify all Local Workforce Investment Boards, One-Stop Career Center Operators, IT Administrators, Workforce Partners, staff, and other concerned parties about the issuance of a network password policy for those DWD network users who are either part of the DWD network or those who access the DWD network for email only and are currently required to change their password through the DWD IT Help Desk.

**Background:** To ensure the integrity of DWD's systems, the U.S. Department of Labor's Office of Inspector General (OIG) has recommended that a password policy be developed and implemented for our application, mainframe, and network resources. This policy requires the use of 'strong' (i.e. hard to guess) passwords and prevents the use of 'weak' (i.e. easy to guess, such as names or a string of digits) on all user DWD network accounts. DWD concurs and fully supports strengthening security of its information networking resources. Based on this recommendation, the Department of Workforce Development has strengthened its password policy and procedures in order to more effectively secure stored data. All subject DWD network users will have to conform to this policy prior to November 15, 2006.

The change to the network password policy will affect all users of DWD's network resources as described above – including all DWD employees as well as its partners within the workforce development community who access our systems by the use of a network password.

The primary goal of this policy is to ensure that DWD is in compliance with requirements contained in the Federal Information Security Management Act (FISMA) and is able to maintain an information security profile consistent with best practices as outlined by the National Institute of Standards and Technology (NIST), an agency of the U.S. Commerce Department. As a result, effective immediately the DWD Information Technology Department is instituting a network password policy to enforce use of more secure passwords that will require users to change their passwords for accessing the DWD network.

**NOTE:** Any current user may actually select and use a password that adheres to the password criteria described in this new policy *as of today's date*, but all subject users *must* adhere to the policy as of November 15, 2006.

**Policy:** All DWD Network System users will adhere to the policy and procedures regarding password selection and use as fully described in the accompanying Massachusetts Department of Workforce Development Password Policy (Attachment A). All subject users must follow the described procedures to choose a new password prior to November 15, 2006.

**NOTE:** DWD previously notified selected DWD network system users of the policy implementation via email (10/31/06).

**NOTE:** Specific procedural instructions for changing a password in conjunction with this policy are provided through a “question and answer” format included in the accompanying Q & A.

**Action**

**Required:** Please assure that all appropriate staff are informed of the content of this issuance and comply with the procedural requirements as described in the Q & A according to the cited time frame.

**Effective:** Immediately

**Inquiries:** Please direct inquiries about this issuance to [PolicyQA@detma.org](mailto:PolicyQA@detma.org) . Also, indicate Issuance number and description. If you encounter a problem resetting your password on the detma.org network, please contact the DWD IT Department Help Desk at 617-626-5555.

**Attachments:** Massachusetts Department of Workforce Development Password Policy