



## Enterprise System & Services — Telecommunications Division

### NETDB Role Definitions and Responsibilities

The Rutgers University Network (RUNet) consists of a Wide Area Network (WAN), Core Network, Campus Distribution Networks, Specialized Transit Networks, and Local Area Networks (LAN). A LAN, geographically localized data communications infrastructure used to link together hardware and software, is directly associated with a department or other business unit at the University. Rutgers University Office of Information Technology, Telecommunications Division (TD) is responsible for all of RUNet, with the exception of host management on LANs.

As part of RUNet, TD manages Internet access for the Rutgers Community as a shared resource, and in turn is obligated to abide by Internet rules and responsibilities. This obligation is shared with various representatives at the LAN level. Thus, every LAN connected to RUNet must have a designated Network Contact Group (NCG). For additional information, please refer to [OIT Standards for Management of Computer Systems at Rutgers](#). For departments/business units requiring assistance with network support, various groups within OIT are available on a fee-basis.

### Role Definitions and Responsibilities

#### Network Contact Group (NCG)

All networks must have a proper NCG to assign accountability of that network. A NCG can change, but only one can exist per network. In the event a NCG changes, notification should be sent immediately to [noc@rutgers.edu](mailto:noc@rutgers.edu). A NCG contains the following roles and responsibilities:

#### 1. Administrative Contact

The Administrative Contact must be in the management chain of the Technical contact, and will assist when the Technical Contact is unavailable, or where escalation is required.

#### 2. Technical Contact

The Technical Contact is the primary point of contact for all issues concerning the networks maintained by the NCG.

The Technical Contact has the ability to:

- Modify network NCG attributes and DNS data
- Add Network Liaison (NL) members to NCG

### **3. Unit Computing Specialist (UCS)**

A Unit Computing Specialist represents the departmental/business unit ownership interest of a network. The UCS role is usually assigned to the Technical Contact, but does not have to be. The UCS has the ability to:

- Modify network NCG attributes and DNS data
- Add Network Liaison (NL) members to NCG

### **4. Network Liaison (NL)**

The Network Liaison is delegated network responsibilities from the UCS or Technical Contact.

- Serves as point of contact for host(s).
- Modify network DNS data
- Submit requests to Hostmaster to modify network DNS data
- Default Host Liaison (HL).

### **5. Host Liaison (HL) / Responsible Party (RP)**

The Host Liaison does not have an official role in NETDB. An NL/RP will be assigned the role of an NL. The Host Liaison (1) serves as a point of contact for the host; (2) is referred to as RP in DNS records, and (3) is responsible for host security and accountability.

## **Questions?**

Questions or concerns regarding this document should be directed to Network Operations at 732.445.7541 or via email at [noc@rutgers.edu](mailto:noc@rutgers.edu).