

Enterprise System & Services — Telecommunications Division

Network Allocation Guideline

Overview

The Office of Information Technology Telecommunications Division (OIT-TD) allocates network IP space to authorized personnel. Both private and public space is available for use. For additional information relating to private space, please refer to [Use of Private RFC-1918 Addresses at Rutgers](#).

Purpose

The purpose of this document is to present required information necessary to submit a (1) new network allocation request and /or a (2) network allocation resize request.

Network Allocation Requests

New Network Allocation Request - Requirements/Responsibilities

The following information should be submitted to the Network Operations Center at noc@rutgers.edu, or (732) 445-7541:

- Network Contact Group
- NL Information
- Department
- Desired Network Size (8, 16, 32, 64, 128, or 256)
- Estimated Date of Deployment

Network Allocation Resize Request - Requirements/Responsibilities

The following information should be submitted to the Network Operations Center at noc@rutgers.edu, or (732) 445-7541:

- Network Contact Group
- NL Information
- Network Allocation
- Network Size (8, 16, 32, 64, 128, or 256)
- Estimated Date of Deployment

Submission of this information should be in accordance with the [Network Space Allocation Request Form](#) .

Service Level

Upon completion of the user requirements, the process takes approximately two (2) weeks to complete, with the exception of any problems, unusual circumstances, or scheduling conflicts.

TD Responsibilities

Upon receipt of the requested information, TD will complete the following:

- Verify/Create Network Contact Group
- Verify Requestor is Valid NL for Network(s)
- Determine Availability of Space Requested
- Determine Fees if Applicable
- Allocate space
- Verify Timeline

Questions?

Questions or concerns regarding this form should be directed to the following email address, noc@rutgers.edu.