



New South Wales Government

Government Chief Information Office

Advanced System Key

Terms and Conditions

for

GRN Agencies

August 2007

Synopsis

This guideline details the procedures for obtaining and maintaining GRN Advanced System Keys, required for programming GRN radios. It also contains an acceptance page for agency representatives to sign when picking up a key (or keys) from Motorola.

Approval

Agency	Position	Name	Date
GCIO	Director, Government Radio	Phil Read	31/08/2007

Distribution

This document is available for the Department of Commerce, Government Radio Network web site www.grn.nsw.gov.au and will not be provided in hard copy unless specifically requested.

Change History

Version	Author(s)	Date	Change Made
0.1	Paul Barnes	18.04.2006	Initial Draft for Comment
1.0	Paul Barnes	28.05.2006	Released version
1.1	Paul Barnes	14.03.2007	Changed header & added instructions for lost/ stolen keys
1.2	Paul Barnes	28.08.2007	Updated secure handling and storage of key & formatting to standard document

Queries and Requests for Changes

Any questions in relation to the content of these Guidelines should be addressed to the Government Radio Section of GCIO at info.gcio@commerce.nsw.gov.au.

Master File Reference

The reference copies, or all information relating to the preparation of these guidelines, are contained in Department of Commerce File A1014/16674

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1. Background

Public safety radio communications often contain sensitive and vital information. Preserving the private nature of this information is essential to the protection of life, property and privacy.

Disclosure or modification of this information could severely impact public safety operations and pose a threat to the safety of public safety officials and citizens. The ability of members of the public to access radios used on the GRN or program GRN compatible radios with GRN information must be severely limited to retain the integrity of the GRN.

GRN radios has always been programmed with the use of a System Key. In the past, the System Key was a piece of software that could be easily stored on a floppy disc which could be easily copied and as a result, the System Key has found its way into the public arena.

2. Advanced System Key (ASK) & Pass Word Protection

With the introduction of the new digital radios currently being rolled out, there is now an opportunity to improve the security of the System Key. Motorola has now introduced an Advanced System Key using iButton technology. The ASK consists of a small adaptor with embedded software including an iButton. The ASK connects to the parallel port of a computer. Without an ASK, a radio profile can be read but cannot be altered, cloned or programmed in anyway.

To further increase security, the Key must be activated by a programmable iButton. The iButton will be programmed to expire within a certain time-frame and upon expiry, it is discarded and replaced. GCIO has elected to set this time-frame to 6 months. This will increase the security of all agencies in the event where the key falls in the wrong hands, as it will cease to function immediately after the expiry date.

Additional security has been added via the new radio programming software (CPS) offering "Password Protection". By enabling "Password Protection" in the CPS, agencies now have the option to restrict access to their profile from viewing by unauthorised persons.

As a result of this additional security, each agency must take particular care of its key(s) and comprehensively document the distribution of the key(s).

Replacement of a lost, damaged or stolen key will incur a charge. The renewal of the ibutton also incurs a small fee.

Each ASK has a unique code which is stored on the radio as it is programmed. This allows tracking of the programming of the radio. While GCIO will have a record of which ASKs are allocated to each agency, it is recommended that each agency has a record of individuals assigned an ASK.

3. ASK Handling and Storage Suggestions

It is advised that Field technicians ensure that the ASK is not kept in the same case as the laptop, as laptops are vulnerable to theft. Separating the two items (ASK and computer) ensures the integrity of agencies' radio profiles.

Technicians could lock the key in the glove box or a secure compartment in the trunk when using the ASK in the field.

It is also recommended that agencies ensure the ASK is returned to an office after completing a job, similar to site keys and other items that don't need to be carried permanently. A sign-out register would also increase the security of the key.

Where a desktop computer is used with an ASK, the ASK should also be stored in a secure place when not in use, unless the computer and ASK are located in a secure room.

Please note that the ASK is only required when there is a need to make changes to radio code plug, and not required for reading a codeplug or repairing radio.

4. Control Documentation

GCIO strongly recommends that each agency maintain documentation that covers the following points as a minimum:

- Unique code of each Advanced System Key
- Date of acquisition and internal distribution of the Key
- Key holder with signature acknowledging receipt – use this form
- Means of securing the Key
- Expiry date of the i-button including management plan for timely replacement

5. Process for Obtaining ASKs

As with the previous soft key, GCIO will control the distribution of the Advanced System Keys and as such will maintain all necessary records in relation to their distribution. An agency may purchase Advanced System Keys direct from Motorola upon written approval from GCIO.

6. Pricing

The charge for the initial issue of each Advanced System Key is \$200 plus GST. This includes the Adaptor and iButton programmed for 6 months for the NSW GRN.

The price for replacement iButtons is \$100 plus GST each.

Notes on ASKs

- Replacement of lost ASKs will require re-approval by GCIO.
- ASKs are not transferable between agencies or outside parties.
- Faulty ASKs must be returned to obtain replacement.

7. Minimum Requirements

- PC with Parallel port
- Microsoft Windows 2000 or XP (preferable)
- Motorola CPS Mobile (RVN4185) or Portable (RVN4181)
- Programming Cables

8. Lost or Stolen ASKs

Lost or stolen system keys must be reported immediately to:

Paul Barnes

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M: 0429 991 506

E: paul.barnes@commerce.nsw.gov.au

or to

Tony Shaw

Radio Services Manager

Ph: (02) 9372 8109

M: 0418 216 219

E: tony.shaw@commerce.nsw.gov.au

9. List of Abbreviations

Abbreviation	Description
ASK	Advanced System Key
CPS	GRN Radio Programming Software
GCIO	Government Chief Information Office
GRN	Government Radio Network
GST	Government Stamp Duty
NSW	New South Wales
PC	Personal Computer

10. Terms and Conditions – Acceptance

I hereby accept the terms and conditions as set out in the document “Advanced System Key Terms & Conditions for GRN Agencies Version 1.2 August 2007”.

Signed _____

Name (Print) _____

Agency _____

Date _____

i-button No.	Serial Number	Expiry
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		