Public Key Infrastructure (PKI) Policy Management Authority
CHARTER

Scope of PMA

The primary purpose of the Virginia Tech Public Key Infrastructure Policy Management Authority (VTPKI· PMA) is to approve policies/standards of the Virginia Tech Public Key Infrastructure (PKI) and the related Certificate Authority (CA) operating within it. The PMA serves as the point of contact for subscribers in its PKI as well as relying parties and other external entities, i.e. other PKI· PMA's, new subscribers, etc. Relying parties in particular will utilize the PMA as a forum for raising issues such as application, certificate usages, certificate roles, and security concerns.

Membership

The membership of the PMA is comprised of 6-11 senior managers within the Information Technology organization and 1-2 senior managers external to the IT organization. The Chair of the PMA will be designated by the VP for Information Technology/ CIO. New members or expansion of the PMA shall be approved by existing members through a voting process.

The current membership as of 24 January 2019:

Brenda van Gelder, Chair
Ryan McDaniel
Randy Marchany
Pat Rodgers
John Krallman
Phil Benchoff
Tommy Regan
Al Cooper
Richard Hach
Brian Broniak
Joyce Landreth
Marc DeBonis
Russ Fenn

Responsibilities

The PMA is responsible for approving all policies, procedures and other operating documents (and subsequent revisions) of the Virginia Tech CA and PKI. The PKI may make changes and the following areas may require adjustment in policies and procedures in the near future:
>   Certificate validation infrastructure Authority information extensions Key sizes
>   Special purpose servers and web services
>   Certificate profiles and extensions
>   Key generation/storage

The PMA is a policy management authority, not an operations unit. It does not manage day to-day activities of the CA. However, the PMA is responsible for ensuring that the CA and PKI are operated in accordance with their governing documents. The PMA is encouraged to provide recommendations for improved operating procedures and any needed technical assistance.

Activities

The PMA meets periodically when approval for amendments are needed for CA and PKI governing documents, or to resolve questions/complaints made by users. When possible, questions, amendments submission, and other items under consideration should be submitted to members of the PMA prior to meetings to allow a review period. Agendas should be posted by the Chair in advance of these meetings.

Users are encouraged to contact the PMA at pma-g@vt.edu for questions, concerns, or to bring forth complaints pertaining to the operation of the CA and PKI. The PMA should address these issues and ensure that any problem areas are addressed and proper resolution is made.

The PMA should ensure that an annual audit is performed of the VT PKI by an independent party; i.e. Internal Audit, Auditor of Public Accounts, etc.