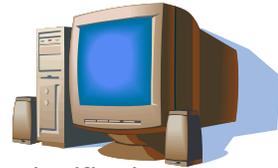




NOAA/GFDL Computer Account Request



To obtain an account at GFDL or ORNL, you will need a Federal/ORNL Sponsor.

Next, complete Part I of this form and put your name at the top of the subsequent pages, then submit it, with a justification, to Federal Sponsor. If you are also requesting access to GFDL buildings, you will need to supply a photo (or we can take one) for identification purposes. Note that all accounts are subject to semi-annual justification by your sponsor and approval by the authorizing project leader and NOAA Management. You may also be asked to submit an updated form or updated information periodically. *Note that your account is for your exclusive use - you must not allow others to use your account*

PART I: User Information

User Name _____ (First) (MI) (Last)

Are you a United States Citizen? Please Circle Yes/No (If "No" please complete Foreign National Information below)

<u>Foreign National Information</u>	
<u>Country Information</u>	
Country of Birth: _____	Passport Number: _____
Date of Birth: _____ / _____ / _____ <small>Month Day Year</small>	Visa Number: _____
Current Citizenship: _____	Country of "Permanent Residence": _____

Current NOAA Accounts

Do you have any existing NOAA Accounts? (e.g. NOAA email) Please Circle: Yes/No (If "Yes" Please List Below):

Business Address

Address: _____
(Company/Institution) (Building Name)

_____ (Street) _____ (Office #) _____ (City) _____ (State) _____ (Country) _____ (Zip)

Phone # _____ - _____ - _____ Fax #: _____ - _____ - _____ E-Mail: _____

Alternate Address (e.g. home)

Address: _____
(Street) (City) (State) (Country) (Zip)

Phone # _____ - _____ - _____ E-Mail: _____ (may be required for initial access)

Affiliation

Please circle one of the following:

Please List your Employer(s)/ Affiliate Organization

Federal Employee Contractor Collaborator

Special Access (Pending approval from Sponsor)

Are you requesting access to the GFDL buildings? Please Circle Yes/No (If Yes, see GFDL Building Access Policy)

Are you requesting access to the Computer Room? Please Circle Yes/No (For Vendor or Maintenance Personnel)

Root access to RDHPCS Super Computers (Gaea/Zeus)? Please Circle Yes/No (If Yes, see NCEP Restricted Data Agreement)

- If Building access is required (pending approval from sponsor) and you circled "Yes" to Building and/or Computer Room Access, please download and read the Building Access Policy at the following link: http://www.gfdl.noaa.gov/cms-filesystem-action?file=administrative/building_access_policy.pdf
- If you circled "Yes" to Root Access (pending approval from sponsor) to RDHPCS Supercomputers (Gaea/Zeus), please sign and send the Notice of NCEP "Restricted Data" Agreement. Contact Ed Weiss at 609-452-6556 or ed.weiss@noaa.gov for the latest Notice of NCEP "Restricted Data" Agreement.

User Name _____

(First)

(MI)

(Last)

PART II: Unclassified System Remote Access User Security Agreement

Purpose and Scope: You, the user, are being granted access to the unclassified DOC IT systems. This access may be monitored by DOC for compliance with this policy. This agreement will be renewed annually. The user must have completed the DOC IT security training within the last 12 months, and hereby attests that they have read and understand the NOAA/GFDL Computer Use Policies for remote access and password management. The user agrees to comply with these policies, and understands their failure to comply with these policies may result in termination of their remote access privileges and/or disciplinary action. GFDL will notify users of changes to these policies.

Users who do not remotely access the approved systems within in this agreement via their RSA Key Fob for 90 days may temporarily have their remote access account suspended until they call GFDL operations at (609) 452-6560 to submit a helpdesk ticket or email oar.gfdl.help@noaa.gov

Protection and Maintenance of Equipment (Check all that apply, Leave Blank if no remote access is required):

- In the case of remote access via GFDL-owned equipment, I will not alter the configuration of government equipment unless authorized in writing to do so. I will protect DOC-owned/ furnished resources and submit the equipment for periodic maintenance as required by DOC. Check this box if you think you may ever borrow a **U.S. Government-Owned** loaner systems.
- In the case of remote access via equipment owned by another organization, I will verify that the organization has implemented suitable anti-virus software and firewalls. The organization is responsible for periodic software and security maintenance.
- In the case of remote access via personally-owned equipment, the government may provide software installation disks and support software used to process DOC/NOAA information as permitted by software license agreements. I will abide by the license agreements for DOC-furnished software. DOC/NOAA/GFDL authorizes me to use my personally-owned computer for remote access, and although NOAA/GFDL may provide limited support for establishing functionality, no support will be provided for personally-owned hardware or software. **(Must Specify Anti-virus and Personal firewall below)**

I will install and maintain the following (Please fill out if third box above is checked):

- Anti-virus software** (required for all access) McAfee (Available for free @ <https://www.csp.noaa.gov/noaa/antivirus/index.html>)
 Other _____ (specify vendor & version)
- Personal firewall** _____ (specify vendor, model number/version)

Computer Incidents: The User acknowledges the possibility, however small, that Government information could potentially be viewed or downloaded by those other than myself as a result of my remote access. The user fully understands that it is their duty to exercise due care in protecting this information and to immediately report an unauthorized disclosure or compromise to their sponsor, to oar.gfdl.itso@noaa.gov (GFDL ITSSO), and to ncirt@noaa.gov so that appropriate procedures may be initiated. The user further understands that, after proper coordination with law enforcement authorities, the Government may temporarily seize the device used to gain remote access for the purposes of forensic examination and sanitizing of compromised information. Additionally, during this process the user understands there exist a risk that system files and programs may be erased or damaged, or that unintentional damage may occur to the computer hard drive.

Please read the Computer Use Policy: http://www.gfdl.noaa.gov/cms-filessystem-action?file=administrative/computer_use_policy.pdf

To the best of my knowledge I have truthfully answered all questions and supplied the requested personal information. Furthermore, as it pertains to me, I have read, and will agree to comply with, the GFDL's Computer Use Policy, Building Access Policy, and the NCEP Restricted Data Agreement. I also acknowledge the Unclassified System Remote Access User Security Agreement as stated in Part II and will abide by all conditions of the agreement. I hereby affirm and acknowledge my responsibility to ensure the confidentiality, integrity, and availability of all forms of Government information in accordance with DOC IT Security Policy and the DOC Security Manual, in a manner consistent with its sensitivity.

(Signature)

(Date)

By default you will be notified of all IT system changes through email. If you would like to **OPT** out of this list check here

Submit this signed form to your Federal Sponsor

User Name _____

(First)

(MI)

(Last)

PART III: Sponsorship & Justification Please Circle Sponsor Affiliation: **GFDL / NCEP / ESRL / NESCC / ORNL**

(To Be Completed by Sponsor)

Which Systems will user need access to? Circle Yes or No Below:

- Yes NEMS Access (i.e. your NOAA email) **Yes/No** GFDL Scientific Network (excludes terminal server)
- Yes/No R&D HPCS – ORNL Gaea Super Computer **Yes/No** GFDL Scientific Terminal Account (Windows)
- Yes/No R&D HPCS – NESCC Zeus Super Computer **Yes/No** GFDL Business Network (Windows Front Office)
- Yes/No** R&D HPCS GFDL Post Processing/Analysis, Archive

Requested Dates of Account Access: From _____ / _____ / _____ To _____ / _____ / _____
Month Day Year Month Day Year

Access to GFDL buildings required? Yes/No From _____ / _____ / _____ To _____ / _____ / _____
(Not Required for ORNL/Gaea and/or remote-only users) Month Day Year Month Day Year

Access to GFDL computer room required? Yes/No From _____ / _____ / _____ To _____ / _____ / _____
(Not Required for ORNL/Gaea and/or remote-only users) Month Day Year Month Day Year

Does User Need System Administration Access? Please Circle Yes or No Below

- Yes/No GFDL Linux Workstations **Yes/No** GFDL Business Network
- Yes/No GFDL Post Processing/Analysis, Archive **Yes/No** GFDL Scientific Windows
- Yes/No ORNL Gaea Super Computer **Yes/No** GFDL Scientific Mac
- Yes/No NESCC Zeus Super Computer
- Yes/No Other Server(s): (Please List) _____

Remote access to the following systems is requested: Please Circle Yes or No Below:

- Yes/No GFDL Scientific Systems **Yes/No** GFDL Business Systems **Yes/No** ORNL Gaea **Yes/No** NESCC Zeus

Federal Host/ Sponsor Approval

Brief Justification for Account on Requested Computer Systems (and Access to GFDL Buildings if applicable):

Office Requested: Yes / No **Office Number:** _____

Sponsor confirms that, where applicable, applicant has read and will comply with the following policies: GFDL's Computer Use Policy, GFDL's Building Access Policy, and the NCEP Restricted Data Agreement.

_____ (Printed Name) _____ (Phone Number) _____ (Position / Title)

_____ (Signature) _____ (Date)

After Signature Has Been Obtained, Please Forward to Federal Project Leader for Approval (see page 4 for list of Project Leaders)

PART IV: Preliminary Approvals

Project Leader _____ (Signature) _____ (Date)
(See list on page 4)

After Project Leader has Signed Please Forward To GFDL Personnel Office:

Room/Key Assignment: _____

Project Leader Initials: _____

Window Office Approval (Dir): _____

GFDL Personnel Office _____ (Signature) _____ (Date)

Type of Background Check Required: Name Check SAC NACI BI Other _____

Date Submitted _____ / _____ / _____
Month Day Year

Form(s) Submitted _____ **NOAA Badge Number** _____
(If applicable)

After GFDL Personnel Office has signed, Please Forward to Appropriate System Group Manager (only if privileged access is required)
If privileged access is not required send to System Owner(s)

User Name _____

(First)

(MI)

(Last)

PART V: Final Approvals and Account Setup

Systems Group Manager

(Only Required for Privileged Access)

Please Forward To Appropriate:

(Signature)

(Date)

System Owner(s) [GFDL]

System Owner(s) [RDHPCS]

(Signature)

(Date)

Return the completed form with all required signatures to the GFDL Operations Manager

IT Security Awareness Course Verification and Approval:

Completed IT Security Awareness Course

Confirmed By (GFDL ITSSO)

Date

<u>Account Code</u>	<u>Project Name</u>	<u>Authorized Project Leader</u>	<u>Project Resource Manager</u>
A	Administrative Services	Stephen Mayle	Stephen Mayle
B	Climate and Ecosystems	John Dunne	Jasmin John
F	Modeling Services	Brian Gross	Brian Gross
G	Climate Dynamics	Michael Winton	Michael Winton
M	Atmospheric Physics & Chemistry	Yi Ming	Dan Schwarzkopf
O	Oceans & Climate	Bob Hallberg	Bonnie Samuels
S	Sys Engineering & Architecture Services	Ron Bewtra	Ron Bewtra
T	Technical Services	John Sheldon	John Sheldon
U	Computer Operations	Ed Weiss	Ed Weiss
W	Weather & Atmospheric Dynamics	Shian-Jiann Lin	Shian-Jiann Lin
Y	Vendor	Bernie Siebers	Bernie Siebers
NCEP	NCEP Users and Staff	Allan Darling	Jeff Langley, Richard Putt
ESRL	ESRL Users and Staff	Forrest Hobbs	Lee Cohen, Craig Tierney
ORNL	ORNL Staff	Ron Bewtra	Ron Bewtra
NESCC	NESCC Staff	Ron Bewtra	Ron Bewtra
AOML	AOML Users and Staff	Ron Bewtra	Ron Bewtra

For Operations Use Only:

User ID: _____ Date Registered: _____ User Index _____ Output Bin _____

File Systems /home _____ /arch _____ /other _____

Project/Account Letter Code: _____ ASCII Code: _____

Temporary Badge # _____ Group Resource Manager Notified: _____

RSA Fob Serial No.

Issued by

Date

Notification sent for account setup

Notification sent to Project Resource Manager

RSA Fob sent to HR (Kenneth Nock)

Room Assignment sent to Facilities (John McGreggor)