

# NOAA - GFDL Access Request Form



- Complete Part I of this form and put your name at the top of all 3 subsequent pages.
- For a Computer Account, Read and sign Part II.
- Submit form to GFDL in-processing Personnel Fax (609) 452-5395
- Note that accounts and access 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 computer account is for your exclusive use - you must not allow others to use your account**

## PART I: User Information *(To be completed by user)*

User Name: \_\_\_\_\_  
(First) (Middle) (Last)

Current Contact Information: \_\_\_\_\_  
(Phone) (Email)

**Are you a United States Citizen?** Yes No (If "No" complete Foreign National Information below)

### Foreign National Information: (Check boxes)

- Permanent Resident of the United States (Permanent Resident card holder) Yes No

### Current NOAA Accounts:

Do you have any existing NOAA Accounts and/or GFDL Building access? Yes No  
(If "Yes" List Below): (e.g. NOAA email, DoD Common Access Card (CAC), PIV Card, ProxCard, RSA FOB, etc...)

### NOAA Affiliation:

#### Federal Employee

Contractor: (If "Yes" please select appropriate response below)

Facilities: \_\_\_\_\_  
Collabralink  
Engility  
CSRA  
Other: \_\_\_\_\_

### Associate:

AOS  
CICS  
Princeton Lessee  
UCAR  
Other: \_\_\_\_\_

Collaborator: (If "Yes" select appropriate response below and provide current affiliation)

Visiting Scientist  
Intern  
Other: \_\_\_\_\_

Current Affiliation/School Name, etc.: \_\_\_\_\_

### NOAA Duty Location:

GFDL  
ORNL  
ESRL  
OTHER/Remote

#### If Remote:

Provide full address: \_\_\_\_\_

### Access Request Type: (check all that apply)

#### Computer Account

#### GFDL Building Access (Select one option)

Routine/ Daily(24/7) As Needed  
Business Hours (M-F, 6a-6p)

#### GFDL Data Center (Select one option)

Routine/ Daily(24/7) As Needed Not Needed

Access Start Date: \_\_\_\_\_

Access End Date: \_\_\_\_\_

### Additional Access Requirements:

- If you request access to the GFDL building, it is required you download and read the Building Access Policy at the following link:  
[https://www.gfdl.noaa.gov/wp-content/uploads/files/administrative/building\\_access\\_policy.pdf](https://www.gfdl.noaa.gov/wp-content/uploads/files/administrative/building_access_policy.pdf)
- **Your signature at the end of Part II certifies that you have read and agree with the Building Access Policy**

**User Name** \_\_\_\_\_

(First)

(MI)

(Last)

**PART II: Unclassified System Remote Access User Security Agreement** *(To be completed by user)*

- If you only need building access & will NOT need a computer account, check this box, and skip to the bottom of this page to sign

**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](mailto: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.

**I will install and maintain the following: (Failure to complete WILL delay account creation.)**

- **Anti-virus software**     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](mailto:oar.gfdl.itso@noaa.gov) (GFDL ITSSO), and to [ncirt@noaa.gov](mailto: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.

**Read the Computer Use Policy:** [https://www.gfdl.noaa.gov/wp-content/uploads/files/administrative/computer\\_use\\_policy.pdf](https://www.gfdl.noaa.gov/wp-content/uploads/files/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, GFDL Building Access Policy, and the NCEP Restricted Data Agreement, as applicable. If applicable, 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)

**Submit this signed form to your Federal Sponsor**

**User Name** \_\_\_\_\_

(First)

(MI)

(Last)

**PART III: Sponsorship & Justification** *(To Be Completed by Sponsor)*

**System Access Request:**

Select Sponsor Affiliation from Drop Down:

**Which Systems will user need access to?** (Select all that apply)

NEMS Access (*i.e. NOAA email*)

Remote access to GFDL Scientific Systems?

GFDL Scientific Computer Account

GFDL System Administration Access?

GFDL Business Network (*Windows Front Office*)

**Requested Dates of Account Access:**

From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month Day Year Month Day Year*

Account Code	Project Name	Authorized Project Leader
A	Administrative Services	Stephen Mayle
B	Biogeochemistry, Ecosystems, and Climate	John Dunne
C	Atmospheric Chemistry and Climate	Larry Horowitz
F	Modeling Services	Jeffrey Durachta
G	Climate Processes and Sensitivity	Michael Winton
I	Climate Impacts and Extremes	Tom Knutson
M	Atmospheric Physics and Climate	Yi Ming
O	Ocean and Ice-sheet Processes and Climate	Robert Hallberg
S	Sys Engineering & Architecture Services	Bernie Siebers
T	Technical Services	John Sheldon
U	Computer Operations	Robert Baxley
V	Climate Variations and Predictability	Tom Delworth
W	Weather & Atmospheric Dynamics	Shian-Jiann Lin
Y	Vendor	Bernie Siebers

**Physical Access Request:**

**Access to GFDL buildings required?** **Yes** **No**  
Routine/ Daily(24/7) As Needed  
Business Hours (M-F, 6a-6p)

From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month Day Year Month Day Year*

**Access to GFDL Data Center required?** **Yes** **No**  
Routine/ Daily(24/7) As Needed

From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month Day Year Month Day Year*

**Host/ Sponsor Approval:**

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

\_\_\_\_\_  
\_\_\_\_\_

- **Office Requested: Yes** **No** **Requested Office Number:** \_\_\_\_\_
- Host/Sponsor confirms that, where applicable, applicant has read and will comply with the following policies: GFDL's Computer Use Policy, and GFDL's Building Access Policy.

(Printed Name)

(Phone Number)

(Position/ Title)

(Signature)

(Date)

**\*\*After Sponsor signature has been obtained, please forward to federal project leader for approval**

**User Name** \_\_\_\_\_

(First)

(MI)

(Last)

**PART IV: Group Leader Signature**

**Project Leader:** \_\_\_\_\_

(Signature)

(Date)

\_\_\_\_\_

(Printed Name)

Room/Key Assignment:: \_\_\_\_\_  
Project Leader Initials: \_\_\_\_\_  
Window Office Approval(Dir): \_\_\_\_\_

**\*After Project Leader has Signed, Forward to GFDL Personnel Office**

**PART V: GFDL Personnel Office**

**GFDL Personnel Office:** \_\_\_\_\_

(Signature)

(Date)

**Type of Background Check Required:**

**SAC**

**MBI**

**NACI**

**BI**

**Date Submitted** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

**Foreign National?** YES NO

**CAC Eligible?** YES  
NO

**If YES:** (Check all that apply)

- FN Visitor/Guest Coversheet
- Endorsement Supplement
- Appendix A
- Appendix B
- Appendix C

**Form(s) Submitted:** (Check all that apply)

- OF-306
- FD-258
- Security Coversheet

**\*\*Forward to Appropriate System Group Manager (only if privileged access is required) If privileged access is not required send to System Owner(s)**

**PART VI: Final Approvals and Account Setup**

**Systems Group Manager** \_\_\_\_\_

*Only Required for Privileged Access ("root")*

(Signature)

(Date)

**Forward to Appropriate:**

**System Owner(s) [GFDL]** \_\_\_\_\_

(Signature)

(Date)

**System Owner(s) [RDHPCS]** \_\_\_\_\_

(Signature)

(Date)

**Forward the COMPLETED form with all required signatures to the GFDL Administrative Services**