

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 Suitability 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

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: (Select one option)

☐ **Federal Employee:**

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

- ☐ Facilities
- ☐ Collabralink
- ☐ Engility
- ☐ CSRA
- ☐ Other: _____

☐ Associate:

- ☐ AOS
- ☐ CIMES
- ☐ 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
 - ☐ Routine/Daily (24/7) ☐ As Needed
 - ☐ Business Hours (M-F 6a-6p)
- ☐ GFDL Data Center
 - ☐ 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
- **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

☐ 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: These requirements and expectations apply to DOC/NOAA/GFDL employees, contractors, associates, affiliates and/or any authorized user using any computing device to access GFDL's infrastructure or data. You, the user, are being granted access to unclassified DOC IT systems, located at NOAA/GFDL. This access may be monitored by DOC, NOAA and GFDL. You, the user, are agreeing to comply with these policies, and understand that your failure to comply with these policies may result in termination of remote access privileges and/or disciplinary action.

Access Requirements: As a user, you must have completed the NOAA IT Security Awareness Course (ITSAC) within the last 12 months, and hereby attest that you have read and understand the GFDL Computer Use Policies for remote access. Users can remotely access GFDL systems via RSA Key Fob and/or DoD issued Common Access Card (CAC). Unused access or non-compliant standings may result in account access loss. Failure to maintain an active RSA Key Fob and/or CAC and NOAA email will result in full account termination.

Foreign National Remote Access Specifications: All Foreign Nationals must go through the Foreign National Guest Suitability Process in order to obtain clearance for a logical account at GFDL. Foreign Nationals are only permitted to remotely access the GFDL's system from specifically approved country or countries. Remote access by a Foreign National from a non-approved country is prohibited and will result in account termination. Unless on official government travel, Foreign Nationals will not be issued GFDL-owned remote laptops. All remote access will be limited to secure shell (SSH) connectivity to GFDL systems with two-factor authentication, NOAA email and web application access.

Remote System Equipment: All remote access will be limited to SSH connectivity to GFDL systems, NOAA email and web applications unless on an approved GFDL issued equipment with specific Virtual Private Network (VPN) capabilities. VPN is only permitted on select GFDL owned devices. Non-GFDL issued equipment may only be used for SSH connectivity to GFDL systems, NOAA email and web applications. All NOAA official business communication must be conducted via NOAA email only. The processing and storing of NOAA/GFDL data is only permitted on GFDL issued equipment. When traveling to a foreign country for official business, users must take a GFDL foreign travel laptop to maintain system access. For unofficial travel to a foreign country as a foreign national, please see the above section for "Foreign National Remote Access Specifications". For unofficial travel to a foreign country for U.S. Citizens, Permanent Residents and Green Card holders, you are permitted to use personal devices for SSH connectivity to GFDL systems, NOAA email and web applications only. This access may be monitored by DOC, NOAA and GFDL.

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 GFDL-owned resources and submit the equipment for periodic maintenance as required by DOC..
- ☐ In the case of remote access via personally owned equipment or equipment owned by another organization, the organization and/or I will verify that it has implemented suitable anti-virus software and firewalls. The organization and/or I are responsible for periodic software and security maintenance. NOAA/GFDL may provide limited support for establishing connection functionality. No support will be provided for non-GFDL 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 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.it-security@noaa.gov (GFDL ISSO), 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.

Read the Computer Use Policy: https://www.gfdl.noaa.gov/wp-content/uploads/files/administrative/computer_use_policy.pdf

User Name _____

(First)

(MI)

(Last)

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

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

Circle Sponsor Affiliation: **GFDL / NCEP / ESRL / NESCC / ORNL / Other** _____

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

- ☐ ICAM Access (i.e. NOAA email)
☐ GFDL Scientific Computer Account
☐ GFDL Business Network (Windows Front Office)

- ☐ Remote access to GFDL Scientific Systems?
☐ GFDL System Administration Access?

Requested Dates of Account Access:

Please circle request Project/Group affiliation:

From _____ / _____ / _____ To _____ / _____ / _____
Month Day Year Month Day Year

Account Code	Project Name	Authorized Project Leader
A	Front Office Science	Whit Anderson, Tom Knutson, Keith Dixon
B	Biogeochemistry, Atmospheric Chemistry, & Ecosystems	John Dunne, Elena Shevliakova, Larry Horowitz
F	Modeling Systems	Jeffrey Durachta
M	Atmospheric Physics	Yi Ming
O	Ocean and Cryosphere	Robert Hallberg, Michael Winton, Stephen Griffies
Q	Administrative Services	Steve Mayle
S	Sys Engineering & Architecture Services	Bernie Siebers
SD	Seasonal to Decadal Variability & Predictability	Tom Delworth, Sarah Kapnick, Andrew Wittenberg
T	Technical Services	John Sheldon
U	Computer Operations	Garrett Power
W	Weather & Climate Dynamics	Shian-Jiann Lin, Lucas Harris
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)

Access to GFDL data center required? **Yes** ☐ **No** ☐

- ☐ Routine/Daily (24/7) ☐ As Needed

From _____ / _____ / _____ To _____ / _____ / _____
Month Day Year Month Day Year

From _____ / _____ / _____ To _____ / _____ / _____
Month Day Year Month Day Year

For Official Use Only

User Name _____

(First)

(MI)

(Last)

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**

PART IV: Group Leader Signature

Project Leader _____

(Signature)

(Date)

Room/Key Assignment: _____

Project Leader Initials: _____

Window Office Approval(Dir): _____

(Printed)

***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: ☐ 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) [RDHCP]

(Signature)

(Date)

Forward the COMPLETED form with all required signatures to Administrative Services