



GFDL Building Access Policy

All individuals working in, or otherwise needing access to, GFDL facilities are required to have an ID/badge to gain entry and must display their ID/badge on their person at all times. Anyone not displaying his/her ID will be asked to produce it or go to the GFDL Computer Operations Center to obtain a Visitor Badge.

Seminar Attendance

Admittance for seminars, including workshops lasting up to five days, will be controlled by GFDL Staff at the front door, stationed in the lobby 30 minutes before the start of the seminar until 10 minutes into the seminar. Visitors without GFDL affiliation attending seminars or other functions must present government or university issued photo ID or two other forms of ID to gain access to the facility. If ID cannot be provided, access will not be permitted. If access is granted, these visitors must sign in and will be given a Visitor Badge. Visitors must sign out when leaving the building.

Visitors

Short-term visitors (three or fewer days) will be issued a 24-hour Visitor Badge, which must be obtained daily from Computer Operations staff in the Ready Room. Visitors will be asked to identify a GFDL host whom they are coming to see. Computer Operations will call the host, who must come down to the Ready Room to sign the visitor in. All visitors must have a host for the duration of their visit, and that host will be responsible for notifying Computer Operations of their pending arrival, escorting them while in the building, and ensuring that the visitor is “checked-out” with Computer Operations when they leave. If the visitor is a Foreign National, the host must be a NOAA employee, and the visitor will be required to provide all information required for Eastern Regional Security Office and Deemed Export reporting purposes (see page six of this document for specifics).

Long-Term Guests

Access to GFDL buildings on a longer-term basis (four days to six months), or to the GFDL computing environment, may be obtained as part of the building access or computer account request process, see the GFDL Computer Account Request Form (http://www.gfdl.noaa.gov/internal/accounts/Computer_Account_Request.pdf) or the GFDL Building Access Request Form (http://www.gfdl.noaa.gov/internal/accounts/Building_Access_Request.pdf), as appropriate. Individuals granted building access will be added to the “Authorized Access List” maintained by the GFDL Computer Operations staff, and will be issued a temporary access card that will remain valid for the duration of the approved access.

Badges / ID's

All persons with an assigned office at GFDL, or who otherwise have been granted physical access to GFDL for a period of six months or more, shall complete the requirements to obtain a NOAA-issued identification badge. NOAA typically issues identification badges once a background check is pending. GFDL will issue a temporary badge for new and temporary personnel until the permanent badge is received. If you have a problem with your identification badge, see Computer Operations.





Building Access

The Main Building Entrance (at the front of the building) will be available during normal Federal government workdays (Monday through Friday except Federal holidays) between the hours of 6:00 AM and 6:00 PM. This entrance will not be accessible after hours or on weekends or holidays. During normal hours, personnel on the Authorized Entry List but without Government Identification Cards may use this entrance by calling Computer Operations from the phone inside the vestibule.

The Computer Facility Entrance, located beside the loading dock, is accessible 24 hours a day, 365 days a year. Individuals not on the Authorized Entry List must use this entrance at all times in order to obtain a Visitor Badge and to meet their host in the Ready Room.

GFDL occupants with NOAA identification badges may enter by passing their badges over the proximity-card readers at the Main Building Entrance or the Computer Facility Entrance.

“Tailgating” is strictly prohibited. (Tailgating is the practice of following someone with a security code or keycard through a security door.)

Princeton University students and staff may be admitted by holders of GFDL-issued NOAA badges if they are known to those providing admittance. If you do not recognize the person trying to enter, tell them to call Computer Operations from the phone in the vestibule. If the person ignores your request, please report this to Computer Operations immediately, either by going there directly or by calling from the nearest available phone.

Library Visitor Access

The GFDL Library is open to visitors during normal Federal government workdays (Monday through Friday except Federal holidays) between the hours of 8:30 AM and 3:30 PM. Visitors wishing to use the GFDL Library must first receive approval from the Director’s Office through a GFDL host. Once this approval is granted, the visitor must contact the Librarian to arrange access to the building. The Librarian will then notify Computer Operations regarding the visitor’s plans. Visitors will be required to show government or university issued photo identification or two other forms of ID. Visitors must sign in at the Computer Facility Entrance at which time they will be issued a Visitor Badge. The Visitor Badge shall be worn in a visible location on the front between the belt and the shoulders while on the premises. Any bags are subject to inspection at entry and exit. The Librarian will then be called to escort the individual(s) to the Library. When the Librarian leaves for the day, all visitors to the Library will be required to leave the building. These people must report to Computer Operations and sign out.

Under no circumstance should any materials from the GFDL Library be removed from the building without prior approval from the Librarian. In particular, visitors typically do not have permission to check books out of the GFDL library via our internal checkout procedures. However, they do have access to the library Xerox machine to make photocopies of journal articles and other library holdings that are permitted to be copied under U.S. Copyright Laws.





GFDL ACCESS REQUIREMENTS MATRIX

TYPE	BUILDING ACCESS	COMPUTER ACCESS	REQUIREMENTS
Seminar/ Workshop Attendee (up to 5 days)	½ hour before event to ½ hour after	None, except public access terminals	Lobby access with photo ID. Restricted to seminar/workshop area, and public access terminals, when available.
Remote IT User	None	“Mere-use” level of access (no elevated administrative access)	Must provide the information necessary to complete a Suitability Check, either a Non-employee or Foreign National worksheet, and GFDL Computer Account Request and Remote Access User Agreement forms. <i>Foreign Nationals also must provide a copy of their passport/visa and complete the questionnaire for ERSO Security and Deemed Export reports.</i>
Visitor (all)	Less than 4 days	None, except public access terminals	Escorted access. No IT accessibility, except public access terminals, when available. <i>Foreign Nationals also must provide a copy of their passport/visa and complete the questionnaire for ERSO Security and Deemed Export reports.</i>
Guest (non-NOAA)	Between 4 days & 6 months	“Mere use”	Must provide the information necessary to complete a Special Agreement Check (SAC), either a Non-employee or Foreign National worksheet with fingerprints, and the GFDL Computer Account / Building Access Request form. <i>Foreign Nationals also must provide a copy of their passport/visa and complete the questionnaire for ERSO Security and Deemed Export reports.</i>
Collaborator/ Contractor	Over 6 months	“Mere use”	Must complete the forms necessary for a National Agency Check & Inquiry (NACI) with fingerprints, plus the GFDL Computer Account/Building Access Request form. <i>Foreign Nationals also must provide a copy of their passport/visa and complete the questionnaire for ERSO Security and Deemed Export reports.</i>
NOAA Employee	Yes, extended	“Mere use”	Federal Work Force Management package, including NACI with fingerprints and GFDL HR package with GFDL Computer Account / Building Access Request form.
IT Administrators	Regardless	Elevated/ Administrative	Must satisfactorily pass a full background investigation, including completing all the necessary paperwork in addition to the GFDL Computer Account. <i>Foreign Nationals also must provide a copy of their passport/visa and complete the questionnaire for ERSO Security and Deemed Export reports.</i>

NOTE: This matrix is subject to change based on evolving policy directives. Questions should be directed to the Administrative Officer.





Suitability Check – The following information is required:

- First and Last name
- Other names used
- Place of Birth
- Date of Birth
- Country of Citizenship, and for non-US Citizens:
 - Country of Permanent Residence
 - Country of Passport
 - Passport Number
 - Citizenship Certification/Alien registration
- Social Security Number
- Position title (contractor, collaborator, or guest)
- Program – Contractor/collaborator/guest employer or university name
- NOAA employee sponsor name and phone number
- Purpose of Visit and/or Computer Access
- Place of collaboration/Duty Station City & State/Country
- Proposed entry and exit dates/or computer account access begin and end dates

Special Agreement Check (SAC), National Agency Check with Inquiries (NACI), and Background Investigation (BI) – Require the completion of certain prescribed forms that will be administered by the Department of Commerce, including fingerprint cards.





GFDL BUILDING ACCESS POLICY FAQ

- *Who may host a foreign national guest or visitor at GFDL?*

Only a NOAA government employee may host a foreign national guest or visitor. If you are not a NOAA government employee and you want to meet here with a foreign national guest or visitor, you will need to ask your government collaborator/host if they will accept the responsibility for serving as the official “Host” for your guest.

- *Who do I notify when I want to invite someone to collaborate with me?*

Once the guest’s length of stay, facility access, and/or computer access needs have been defined, then the appropriate forms from the GFDL internal website must be completed. In addition, Deemed Export requirements ask for 21 day notification for foreign national guests. All notification should be forwarded to Computer Operations. In addition, if the guest is a foreign national, the NOAA employee host shall provide either the Director’s Office Administrative Assistant or the GFDL Personnel contact the guest’s name, date of arrival and contact email. The GFDL Personnel contact communicates directly with the foreign national guest for their personal data. Once processed, the GFDL Personnel contact notifies Ops of the anticipated arrival of the foreign national guest.

- *What if my visitor is a walk-in from the University?*

The guest will check-in with Computer Operations. If they are a foreign national, they will need to provide government or a passport/visa. The NOAA government employee Host will be called to greet their guest. Computer Operations staff will ask a few questions for the reporting form and provide a temporary visitor badge.

- *Is anyone exempt from this new process?*

Yes. Persons (including foreign nationals) attending a public seminar, workshop (5 days or less), or public tour groups are exempt as long as they remain with their group.

- *Under what circumstances is a “Suitability Check” required?*

A person seeking a GFDL Computer Account (mere-use) or seeking access to the GFDL facility for more than 3 days and less than six months.

- *Under what circumstances is a “NACI” or other, more extensive, background investigation required?*

A person seeking access to the GFDL facility for six months or more or anyone requiring elevated, system administrator, IT access.

- *Can background checks or security clearances from other employers be used to satisfy DOC/NOAA’s requirements?*

The acceptance of a previously conducted background investigation will be adjudicated by the Eastern Regional Security Office. Each will be determined on a case by case basis. DOC Security can accept a NACI background investigation or higher if the following requirements are met: 1) Previous Background Investigation was conducted by another U.S. Government (Federal) Agency or the Department of Defense; 2) Results of the investigation were determined to be favorable; and 3) The individual is or was a current federal employee or contractor and there has not been a break in service of more than 24 months since the individual last worked for the federal government. Even if all of the above apply, the Eastern Regional Security Office may require an additional background investigation in the event that a significant amount of time (several years) has passed since the last investigation of record.





General Security and Deemed Export Information

1. Deemed Exports

- Foreign Nationals “Visitors” shall provide notice at least 1 day in advance and Foreign National “Guests” shall provide notice at least 30-days prior to arrival to either the Director’s Office, Administrative Officer’s Office, or to Computer Operations
- This applies to all Foreign National collaborators, whether they have physical access or not
- This does not apply to citizens of the United States of America, born or naturalized, nor to Lawful Permanent Residents (i.e., Green Card holders) nor to those with sanctuary/asylum standing
- Information required:
 - First and Last name as on passport
 - Country of citizenship (same as passport issuing country)
 - Country of permanent residence (same as visa issuing country)
 - Home Country – currently birth country
 - Date of Birth
 - Place of collaboration/Duty Station City & State/Country
 - Position (contractor, joint institute collaborator, or guest)
 - Program – contractor/collaborator/guest employer or university name
 - Proposed Arrival and Departure Dates
 - NOAA employee sponsor and phone
 - Description of work or reason for visit
 - Determination of whether “mere use” access only to GFDL’s computer is required

2. Physical Security

- ALL must display either their NOAA Photo ID or their GFDL issued Visitor Badge.
- ALL visitors/guests must check-in
- ALL Foreign Nationals require documentation
 - If the Deemed Export process has been followed, then this documentation is already on file and a Visitor Badge will be issued.
 - If the visitor is a walk-in, a passport/visa is required, and a NOAA employee host must greet them. The Deemed Export information referenced in number one above is also collected.
- Anyone requiring physical access for greater than three days, but less than 180 days (6 months) must provide the information necessary to complete a Suitability Check, either a Non-employee or Foreign National worksheet with fingerprints (SAC), and the GFDL Computer Account / Building Access Request form.
- Anyone requiring physical access to GFDL for six months or more must complete an SF-85 (or for Foreign Nationals, SF-85P) and finger print cards so that a NACI can be completed, in order to obtain a NOAA identification badge.

3. IT Security

- A “Suitability Check” is required for “mere-use” access to the system
- A “Background Investigation” is required for elevated/Administrator Level access





GFDL Building Access Requirements Forms and Information Links:

GFDL Building Access Requirements Matrix -

http://www.gfdl.noaa.gov/internal/accounts/Matrix_20060920.html

Worksheet for Non Employees -

http://www.easc.noaa.gov/Security/webfile/erso.doc.gov/forms/SECURITY_WORKSHEET_FOR_NON.doc

Worksheet for Foreign National -

<http://www.wasc.noaa.gov/wrso/forms/SECURITY%20WORKSHEET%20FOR%20FOREIGN%20NATIONAL%20VISITOR%20ACCESS.pdf>

Special Agreement Checks (SAC) OFI Form 86C -

<http://www.easc.noaa.gov/Security/webfile/erso.doc.gov/forms/86c.doc>

SF-85 - <http://www.osec.doc.gov/osy/HSPD12/PDF/SF85.pdf>

SF-85P - <http://www.osec.doc.gov/osy/HSPD12/PDF/SF85P.pdf>

OF-306 - <http://www.osec.doc.gov/osy/HSPD12/PDF/OF%20306.pdf>

PIV Card Request Process - <http://www.osec.doc.gov/osy/HSPD12/HSPD-12Information.htm>

PIV Training - http://www.osec.doc.gov/osy/PPT/ApplicantTraining92905c_files/frame.htm

PIV Request Form - <http://www.osec.doc.gov/osy/hspd12/PDF/CD591103105.pdf>

Form I-9 - <http://www.osec.doc.gov/osy/HSPD12/PDF/i-9.pdf>

Fair Credit Reporting Act Form -

<http://www.osec.doc.gov/osy/HSPD12/PDF/FAIR%20CREDIT%20REPORTING%20ACT%20OF%201970.pdf>

Foreign National Visitor and Guest Program - <http://deemedexports.noaa.gov/sponsor.html>

Appendix B - <http://deemedexports.noaa.gov/Appendix%20B.pdf>

Appendix C - <http://deemedexports.noaa.gov/Appendix%20C.pdf>

Endorsement Supplement for the NOAA Sponsors of Foreign National Guests -

<http://deemedexports.noaa.gov/EndorsementSupplement.doc>

Background Investigation Forms and Requirements (see "Critical-Sensitive" row) -

<http://www.easc.noaa.gov/Security/webfile/erso.doc.gov/PSI/Sensitive.htm>

Request Finger Print Cards (FD-258) from Steve Mayle at Steve.Mayle@noaa.gov

