NOAA/GFDL Computer Account Request Form

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

1) Complete Part I of this form and put your name at the top of all 3 subsequent pages.

2) Read and sign Part II.

3) Submit form, with justification, to your Host/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. Please submit or fax your completed form to (609) 919-9586_

- _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 <u>your exclusive use</u> - you must not allow others to use your account!_

PART I: User Information

<u>User Name</u> _____ _____ _____
(First) _(MI)_ _(Last)_

Are you a United States Citizen? Circle: Yes/No (_If "No" complete Foreign National Information below_)

> ### Foreign National Information
>
> Country of Birth: _____ Passport Number: _____
>
> Date of Birth: _____ / _____ / _____ Visa Number: _____
>   _Month_ _Day_ _Year_
>
> Current Citizenship: _____ Country of "Permanent Residence": _____

Current NOAA Accounts

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

_____ _____ _____

Business Address

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

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

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

Affiliation   Circle one of the following: List your Employer(s)/ Affiliate Organization

Federal Employee   Contractor   Collaborator   _____

Special Access

- Are you requesting access to the GFDL buildings?   Circle: _Yes_ or _No_ (If Yes is circled, complete instructions in this section)
  - Download and read the Building Access Policy at the following link:
    - o _http://www.gfdl.noaa.gov/cms-filesystem-action?file=administrative/building_access_policy.pdf_

- Are you requesting access to the Computer Room?   Circle: _Yes_ or _No_   (For Vendor or Maintenance Personnel)

- "_Root_" access to RDHPCS Super Computers (Gaea/Zeus)? Circle: _Yes_ or _No_ (If Yes is circled, complete instructions in this section)
  - Complete latest NCEP Restricted Data form _http://www.nco.ncep.noaa.gov/sib/restricted_data/restricted_data_sib/register/_
  - Print and send the Notice of NCEP "Restricted Data" Agreement to Ed Weiss _Ed.Weiss@noaa.gov_, fax: (609) 919-9586

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 <u>via GFDL-owned equipment</u>, 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 <u>via equipment owned by another organization</u>, 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 <u>via personally-owned equipment</u>, 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. *(Failure to supply complete AV & FW information **will** delay account creation.)*

I will install and maintain the following:
- **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* (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.

Read the Computer Use Policy: *http://www.gfdl.noaa.gov/cms-filesystem-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 *(To Be Completed by Sponsor)*

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

Which Systems will user need access to? (Circle *Yes* or *No*)

Yes/No	NEMS Access (*i.e,. 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? (Circle *Yes* or *No*)

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: (Circle *Yes* or *No*)

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

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, 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

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

Project Leader _____ _____
(See list on page 4)   *(Signature)*   *(Date)*
After Project Leader has Signed Forward To GFDL Personnel Office:

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)

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

Form revision 7.0 October 5, 2012

PART V: Final Approvals and Account Setup

Systems Group Manager _____ _____

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

Forward to Appropriate:

System Owner(s) [GFDL] _____ _____

System Owner(s) [RDHPCS] _____ _____

                                  (Signature)   *(Date*

<p style="color:red; text-align:center">**Return the completed form with all required signatures to the GFDL Operations Manager**</p>

IT Security Awareness Course Verification and Approval:

☐ Completed IT Security Awareness Course _____ _____

                                        Confirmed By (GFDL ISSO)   *Date*

Account Code	Project Name	Authorized Project Leader	Project Resource Manager
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)**