

# NOAA - GFDL Access Request Form



- 1) Complete Part I of this form and put your name at the top of all 3 subsequent pages.
- 2) For a Computer Account, Read and sign Part II, and fill out the top of Part III
- 3) Submit form, with justification, to your GFDL/ORNL Host/Sponsor. *Submit or fax your completed form to (609) 919-9586*
  - 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) (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 and/or GFDL Building access? Circle: *Yes/No* (If "Yes" List Below):  
(e.g. NOAA email, DoD Common Access Card (CAC))

\_\_\_\_\_

## Business Address

Address: \_\_\_\_\_  
(Company/Institution) (Building Name)  
\_\_\_\_\_  
(Street) (Office #) (City) (State) (Country) (Zip)  
Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Affiliation

Circle one of the following:

Federal Employee Contractor Collaborator

List your Employer(s)/ Affiliate Organization

\_\_\_\_\_

## Request Type (Circle *Yes* or *No*):

Computer Account: *Yes/No* | GFDL Building Access: *Yes/No* | GFDL Computer Room: *Yes/No*

## 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:
  - [http://www.gfdl.noaa.gov/cms-file-system-action?file=administrative/building\\_access\\_policy.pdf](http://www.gfdl.noaa.gov/cms-file-system-action?file=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**
- "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/](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**

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:** [http://www.gfdl.noaa.gov/cms-filesystem-action?file=administrative/computer\\_use\\_policy.pdf](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, 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)

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 / Other** \_\_\_\_\_

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

- |   |   |
|---|---|
| <i>Yes/No</i> NEMS Access ( <i>i.e. NOAA email</i> )          | <i>Yes/No</i> GFDL Scientific Network ( <i>excludes terminal server</i> ) |
| <i>Yes/No</i> ORNL Gaea Super Computer                        | <i>Yes/No</i> GFDL Scientific Terminal Account ( <i>Windows</i> )         |
| <i>Yes/No</i> NESCC Zeus Super Computer                       | <i>Yes/No</i> GFDL Business Network ( <i>Windows Front Office</i> )       |
| <i>Yes/No</i> 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)

- |  |                                       |
|--|---------------------------------------|
| <i>Yes/No</i> GFDL Linux Workstations                | <i>Yes/No</i> GFDL Business Network   |
| <i>Yes/No</i> GFDL Post Processing/Analysis, Archive | <i>Yes/No</i> GFDL Scientific Windows |
| <i>Yes/No</i> ORNL Gaea Super Computer               | <i>Yes/No</i> GFDL Scientific Mac     |
| <i>Yes/No</i> NESCC Zeus Super Computer              |                                       |
| <i>Yes/No</i> 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**

**Project Leader** \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)  
*(See list on page 4)*

*After Project Leader has Signed 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)

**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 ("root")*

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

**Forward to Appropriate:**

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

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

(Signature)

(Date)

**Forward 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 ISSO)

\_\_\_\_\_ Date

<b>Account Code</b>	<b>Project Name</b>	<b>Authorized Project Leader</b>	<b>Project Resource Manager</b>
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)