

**NOAA Corporate Services
Remote Access User Security Agreement**

Purpose and Scope: I understand that I am being granted permission to access NOAA IT resources remotely as specified below, and that my use of this access may be monitored by NOAA for compliance with this policy. I understand this remote access may be allowed in conjunction with a separate approved request for teleworking. I have completed the NOAA IT Security Awareness Training within the last 12 months. I hereby attest that I have read and understand the Department of Commerce IT Security policies for remote access and password management. I agree to comply with these policies and I understand that my failure to comply with these policies may result in termination of my remote access privileges and/or disciplinary action. Remote access to the following NOAA IT resources are authorized for official use:

FirePass _____

Protection of Data: I hereby affirm and acknowledge my responsibility to ensure the confidentiality, integrity, and availability of all forms of government information in accordance with DOC and NOAA IT Security Policy, in a manner consistent with its sensitivity.

Protection and Maintenance of Equipment (check all that apply):

- NOAA will provide and maintain hardware and software for remote access. I will not alter the configuration of government furnished equipment (GFE) unless authorized in writing to do so. I will protect NOAA-owned/furnished resources and submit the equipment for periodic maintenance as required.
- NOAA will not provide hardware for remote access, but may provide software installation disks and support software used to process DOC information as permitted by software license agreements. I will abide by the license agreements for NOAA-furnished software. NOAA authorizes me to use my personally-owned computer for remote access and although NOAA may provide limited support, it is not required to support maintenance of the hardware or personally-owned software. I will install and maintain the following vendor software products:

Anti-virus _____ Personal firewall _____

- NOAA will provide RSA SecurID token hardware for remote access to comply with the two factor authentication for accessing Personal Identifiable Information (PII) data. However, I shall be responsible for maintaining the SecurID token hardware after it is assigned to me. In case it is lost or misplaced, I shall notify the RSA Administrator immediately at (301) 763-6400 or email at rsaadmin@noaa.gov.

RSA SecurID Token Serial Number: _____ (last three digits)

Computer Incidents: I also acknowledge the possibility, however small, that such information could potentially be viewed or downloaded by others than myself as a result of my remote access. I fully understand that it is my duty to exercise due care in protecting this information and to immediately report an unauthorized disclosure or compromise to my supervisor and the NOAA Computer Incident Response Team, (301) 713-9111, so that appropriate procedures may be initiated. I further understand 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. I hereby waive any and all claims against the NOAA Finance and Administration, the Federal Government, and individual officers, employees, agents and contractors thereof, arising out of necessary security procedures and actions with respect to personally-owned IT equipment and any such damage to, or erasures of personal data.

Remote User's Printed Name User's Signature Date

I hereby certify that this federal employee/contractor requires remote access as described herein to accomplish the NOAA mission:

Joseph C. Smith III _____
NOAA ITC Director Signature Date