

**National Oceanic and Atmospheric Administration (NOAA)**  
**Unclassified System Remote Access Approval and User Agreement**  
**OCIO, Systems Support Division**

**Purpose and Scope:** I understand I am being granted permission to remotely access the unclassified NOAA IT system as a network authenticated or remote control user and that my use of this access may be monitored by NOAA for compliance with this policy. I understand that my failure to comply with IT security policies may result in termination of my remote access privileges and/or disciplinary action.

**Protection of Data:** I 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. I accept my responsibility to provide reasonable physical security for all NOAA resources issued to provide this remote access. I agree to implement and maintain, as directed, the following mandatory countermeasures on equipment used to process NOAA information:

1. Configure computers to not "remember" NOAA passwords.
2. Do not share or reveal NOAA usernames and passwords to anyone (including family members) to prevent unauthorized access to NOAA IT systems and data.
3. Anti-virus software is required on all equipment connecting to NOAA resources.
4. Remote access users will maintain hardware and software as required.

I **will not** alter the configuration of government equipment unless authorized in writing to do so. I will protect NOAA-owned/furnished resources and submit the equipment for periodic maintenance or annually as required.

I acknowledge my responsibilities as described and certify I have received appropriate training and guidance to ensure the confidentiality, integrity, and availability of all forms of Government information in accordance with all policies and in a manner consistent with its sensitivity.

**User's Signature:**

**Supervisory Approval (Signature):**

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*(For Systems Division Use only)*

**Remote Access Authorization:**

Remote access, as described in this agreement, is                      approved                      disapproved

Signature, Information System Owner or delegate: