

STAR User Account Request/Deactivation Form

The user's NOAA federal supervisor/manager, along with the STAR System Owner (or delegate) must digitally sign this form before any new user will be granted logical access to the STAR network production environment. VPN and Linux accounts will not be created until the user's CAC ID# is made available to STAR IT.

User's Name:
Request Date:
Requestor's Name/Title:
Requestor's Contact:
Start or Deactivation Date:



Section 1 (to be filled out by the user's NOAA federal supervisor/manager)			
User Status			
Federal Employee	User's Org/Company:		
Contractor			
Visiting Scientist	Federal Manager/COR:		
Intern			
Other	Federal Sponsor:		
Country of Citizenship:	If not a US citizen, does the user have a green card? Yes No		
User Details			
STAR Division and Branch:			
STAR Science Team:			
Data reassignment (if deactivated):			
Activation Period:	Permanent Temporary If temporary, enter duration:		
Account Service Requested			
			Notes for STAR IT Regarding this Request
NOAA Email	Activate	Deactivate	
STAR VPN	Activate	Deactivate	
STAR Linux	Activate	Deactivate	
STAR Telephone	Activate	Deactivate	
Section 2 (to be filled out by the user)			
NOAA email address (if already assigned), or email where user can be reached:			
STAR phone number (if already assigned), or number where user can be reached:			
CAC ID Number (if already assigned):			
User's Location/Building/Room or Address:			

I understand that I must take the online NOAA IT Security Awareness course within three (3) days of my NOAA account activation, and annually thereafter, or my NOAA IT privileges will be revoked (course URL provided in the STAR IT Environment welcome letter).

For VPN accounts: I understand that the remote devices used to access the VPN must meet the following conditions:

1. Operating System is currently supported by its manufacturer and security updates are applied and up to date.
2. Anti-Virus software is installed and running properly and:
 - a. uses a current subscription method to automatically obtain the latest virus signatures from the manufacturer.
 - b. automatically scans all system files at least once per week.
 - c. automatically scans all files upon access.
 - d. automatically scans all email.
3. Peer-To-Peer (P2P), or other software whose abuse could lead to potential legal issues must not be resident.
4. All 3rd party application security updates must be applied and up-to-date.

User: I acknowledge that failure to comply with any of the above requirements can result in the loss of NOAA IT privileges.

User:

Type Name

Date

User (if CAC already assigned):

NOAA Federal Manager/Supervisor:

STAR System Owner or delegate:

Privacy Act Statement

Authority: The collection of this information is authorized under 5 U.S.C. § 301, Departmental regulations.

Purpose: The Department of Commerce (Department) is collecting this information to ensure that NOAA staff and contractors have the most current contact information available, and so that other staff may contact them when needed.

A roster of NOAA/NESDIS/STAR personnel (Government, Contractor, Visitor/Post-Doc) is maintained on the NOAA/NESDIS/STAR Intranet site. It is accessible only by other NOAA personnel, via their NOAA Directory username and password. The roster may contain up to the following information for each person: Name, Biography Page link (if provided), ResearcherID (if available), NOAA email address, STAR Division, STAR Branch, Work Phone, Staff Role (Scientist, Manager, Admin, IT), Office Location, Employer (Government or company), Task Monitor, Foreign National Status, Green Card Status, Country of Citizenship, Employment Type (Government, Contractor, Visitor/PostDoc).

Routine Uses: The Department will use this information to maintain an accurate contact list for NOAA staff and contractors for daily work purposes. Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a) to be shared among Department staff for work-related purposes. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Records Notice COMMERCE/DEPT-18, Employees Personnel Files Not Covered by Notices of Other Agencies.

Disclosure: Furnishing this information is voluntary; however, failure to provide accurate information may delay or prevent the individual from obtaining logical access to NOAA/NESDIS/STAR.

Revised date: 5/30/2023