



## SEFSC GitHub User Agreement

To be completed by the SEFSC GitHub Team Member and verified by OMI/IT GitHub admins. Items **bolded** are actionable; items *italicized* are requirement/expectation details.

### Contact Information

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Division: \_\_\_\_\_ Branch: \_\_\_\_\_

*To begin, the GitHub Team Member shall complete each of the bolded items below. OMI/IT will review, verify and execute the approval signature process:*

**Read and understand the SEFSC GitHub Official SOP and agree to abide by it**

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### **Create a GitHub account**

*You must register with your NOAA email and you should maintain independence from any personal activities and accounts you may have on GitHub. All @NOAAGov users of GitHub shall utilize a different password than that associated with any NOAA Account.*

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**Enable two-factor authentication for the GitHub account**

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**Ensure the content is reasonably classifiable as FISMA Low, as outlined by the Federal Information Security Management Act of 2002**

*The potential impact is low if the loss of confidentiality, integrity, or availability could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals. A limited adverse effect means that, for example, the loss of confidentiality, integrity, or availability might: (i) cause a degradation in mission capability to an extent and duration that the organization is able to perform its primary functions, but the effectiveness of the functions is noticeably reduced; (ii) result in minor damage to organizational assets; (iii) result in minor financial loss; or (iv) result in minor harm to individuals.*

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### **Remove ALL sensitive data or information**

NOAA staff **MUST** confirm that there are no **account passwords, user names, server/database information (including host names, IP addresses, and port numbers), API keys, or other restricted information** contained in the scientific product prior to releasing it to GitHub.com, through the use of a NOAA approved security scanning process. Additionally, the Repository Owner must confirm that there is no PII or BII included with the content, nor any information that would allow access to PII or BII.

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### **Ensure code contains no proprietary code or information**

All NOAA projects hosted on GitHub should be suitable for public access and must contain no nonpublic information.

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### **Include the following statement in a LICENSE file in the repository:**

*“Software code created by U.S. Government employees is not subject to copyright in the United States (17 U.S.C. §105). The United States/Department of Commerce reserve all rights to seek and obtain copyright protection in countries other than the United States for Software authored in its entirety by the Department of Commerce. To this end, the Department of Commerce hereby grants to Recipient a royalty-free, nonexclusive license to use, copy, and create derivative works of the Software outside of the United States.”*

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### **Include a link to the following disclaimer in a README file:**

*“This repository is a scientific product and is not official communication of the National Oceanic and Atmospheric Administration, or the United States Department of Commerce. All NOAA GitHub project code is provided on an ‘as is’ basis and the user assumes responsibility for its use. Any claims against the Department of Commerce or Department of Commerce bureaus stemming from the use of this GitHub project will be governed by all applicable Federal law. Any reference to specific commercial products, processes, or services by service mark, trademark, manufacturer, or otherwise, does not constitute or imply their endorsement, recommendation or favoring by the Department of Commerce. The Department of Commerce seal and logo, or the seal and logo of a DOC bureau, shall not be used in any manner to imply endorsement of any commercial product or activity by DOC or the United States Government.”*

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**Scan the information proposed to be released in GitHub with the security tools outlined in the SEFSC GitHub SOP and do not remove these controls. (This is currently covered as YAML files using GitHub Actions, but is subject to change with notice.)**

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**Follow Federal Requirements for Section 508 <https://www.section508.gov/>**

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**Adhere to Department of Commerce’s Privacy Policy**  
**<https://www.commerce.gov/page/privacy-policy>**

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Adhere to DOC’s Comment Policy <https://www.commerce.gov/page/comment-policy>

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Before any product can be released to any production environment, all source code must be submitted and maintained in a GitHub repository

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<b>APPROVAL SIGNATURES</b> <i>All signatures must be provided and will serve as acknowledgment of the requirements/expectations outlined in this checklist.</i>	
<b>GitHub Team Member</b>	
<i>The SEFSC employee or authorized contractor who, in their professional capacity with NOAA, is posting SEFSC content in the GitHub environment or contributing to other repositories. The Team Member is responsible for their SEFSC GitHub repository and ensures that repository content contains no proprietary code or information, including PII and BII, or user names, passwords, or server/database information.</i>	
<b>Supervisor</b>	
<b>Information System Security Officer (ISSO)</b>	