

## CYBER ONLY ACCESS POLICY

The purpose of this document is to outline the policy for Cyber Only Access requests.

### 1.0 APPROVAL RECORD

- Reviewed by: Program Assistant, Training, Documents & Records (Molly Daub)
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- Approved by: Chief Operations Officer (Mark Murphy)
- Approved by: Chief Research Officer (Duane Johnson)
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- Approved by: Associate Director for Sponsored Research Administration (Deb Covey)
- Approved by: Assistant Director for Scientific Planning (Cynthia Jenks)
- Approved by: Deputy Director (Tom Lograsso)
- Approved by: Director (Adam Schwartz)

The official approval record for this document is maintained in the Training, Documents & Records Management Office, 105 TASF.

### 2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

### 3.0 PURPOSE AND SCOPE

Some individuals require remote cyber access to Ames Laboratory computer systems to collaborate with staff. These individuals are not expected to be physically present at the Laboratory or even potentially in the U.S. The Cyber Only Access process was developed to accommodate this access and create a network user account.

### 4.0 ROLES AND RESPONSIBILITIES

- 4.1. Applicant:** A non-Ames Laboratory employee who requires a Cyber Only Access account.
- 4.2. Requestor:** An Ames Laboratory employee requesting the cyber only access for the applicant. The requester enters the justification based on the knowledge of the assigned project or task.
- 4.2. Division/Program Director or Department Manager:** A division/program director or department manager has direct knowledge of the assigned project or task, can justify the cyber only access account request, and approves the justification. The project number required on the Cyber Only Access form must be an active Costpoint project.
- 4.3 AL-473 Approver:** If the applicant is a foreign national, an AL-473 form is required. The AL-473 approver's signature indicates all AL-473 requirements are complete.

### 5.0 PROGRAM/POLICY/PROCEDURE INFORMATION

If permission is granted, applicants will obtain remote cyber access to the specified system(s) or

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service(s) on the Ames Laboratory network. The maximum length of time for a Cyber Only Access appointment is one year. If the applicant's need for access ceases prior to the end date of the appointment, the Information Systems office should be notified to terminate access.

**5.1 Application Process**

The applicant must complete and agree to [Form 48400.019 Ames Laboratory Network Rules of Behavior](#) document prior to receiving the Cyber Only Access account. To request the account, complete [Form 48400.031 Cyber Only Access](#). If the applicant is not a United States citizen, AL-473 approval is also required.

Once Information Systems (IS) receives the completed and approved forms, the network account is created. The requestor is contacted and provided with the network account information, including username and password. The requestor then informs the applicant that the account was created and identifies the next steps. At this point, the division/program director or department manager and the Assistant Cyber Security Manager are also notified of the account's creation.

**4.3. Renewal Process**

IS staff will notify the requestor that the Cyber Only Access appointment will be ending two months prior to the end date. If continued access is needed, the application must be renewed and the requestor must again complete [Form 48400.031 Cyber Only Access](#). If access is renewed, the requestor, division/program director or department manager and Assistant Cyber Security Manager are notified. If access is not renewed, IS staff will disable the network account and the requestor, division/program director or department manager and Assistant Cyber Security Manager are notified.