April 16, 2020

MEMORANDOM FOR: NESDIS Office and Center Directors

FROM: Mark S. Paese
                                         Deputy Assistant Administrator for
                                           Satellite and Information Services

SUBJECT: NESDIS Policy on Receiving External Data Sources

NESDIS is evolving to expand beyond our traditional focus from the utilization of individual satellite programs towards a broader view of ingesting, harmonizing, and fusing data from across platforms and partners, both international and domestic, federal and commercial. When receiving data from non-NOAA sources into NOAA systems or platforms, we will do it in a manner that is secure, aligned with organizational priorities and governance structures, and consistent with the Commerce Information Technology Requirement CITR-023 on Supply Chain Risk Management.

This memo establishes an interim NESDIS policy for handling all non-NOAA data before it is ingested into any NOAA/NESDIS system, including both data used for established operational applications such as inputs to existing Numerical Weather Prediction (NWP) and data used for research and evaluation purposes. This policy addresses data ingest only, and does not authorize subsequent distribution or dissemination of the data or products derived from the data to any external parties. This interim policy will be replaced by a future OSGS Data Agnostic Common Services (DACS) Governance Process that will specifically address receiving data for Research and Development (R&D) projects, including the data streams needed to support it. A separate process will be developed in the future to authorize the release of products from authorized external data sources. Appendix A outlines the process for compliance with this policy.

All non-NOAA data sources must be approved by the NESDIS Executive Council (EC) in addition to the respective Authorizing Official(s) prior to being ingested into a NOAA/NESDIS Federal information Security Management Act (FISMA) system.

Any violation of this policy will be addressed immediately with both the individual and their management. Ingest of non-NOAA data without approval may also violate NOAA IT security policies and the Department of Commerce's IT Access and Use Policy.

Your efforts to meet our strategic objectives to receive/evaluate/test non-NOAA data are essential to our future and appreciated. I thank everyone for their continued support as we innovate and transform our organization to execute the NOAA and NESDIS missions.

APPENDIX A: Non-NOAA Data Source Approval Process
Process is subject to change

Required Information:

The submitting Office/Center must provide the following information for each non-NOAA Data Request:

a) Office/Center Name:
b) Submitters Name:
c) Data Type/Description:
d) Purpose for receiving non-NOAA data: *<description on why we need to receive e.g. Research into a future product>*
e) What are the mission impacts as a result of receiving this data: *<positive and negative impacts; e.g. increased resolution with a product or unknown IT security implications>*
f) Frequency: *<one-time or recurring>*
g) Size: *<daily, weekly, monthly>*
h) Receipt method: *<push or pull>*
i) Aligned with NESDIS requirement: *<Y/N>; <explain>*

Review Process:

STEP 1: Submitting Office Director/Deputy document the 'Required Information' = Non-NOAA Data Request Submission listed above;

STEP 2: Route to International and Interagency Affairs Division (IIA) to validate if the request is aligned with formal agreements to receive non-NOAA data;

Sent to: mary.ann.kutny@noaa.gov

STEP 3: Route to the Assistant Chief Information Officer (ACIO-S) to assess security implications;

Sent to: nesdis.it.security@noaa.gov

STEP 4: Route to the Office of System Architecture and Advanced Planning (OSAAP) to validate if it's aligned with organizational requirements and future capacity planning;

Sent to: dan.stjean@noaa.gov

STEP 5: Route to the Executive Council (EC) for review and authorization or denial to proceed with receiving non-NOAA data source;

Sent to: kelly.turner@noaa.gov

STEP 6: Route EC decision for review and authorization by the Authorizing Official(s)

Sent to: mark.paese@noaa.gov and Irene.parker@noaa.gov