



GitHub Publishing Content Checklist

Contact Information:

Name: _____ Proposed Publishing date: _____

Position: _____ Sponsor: _____

PUBLISHING CONTENT CHECKLIST:

To be completed by the GitHub Team Member and verified by the GitHub Team Member's sponsor and the Information Owner. Items **bolded** are actionable; items *italicized* are requirement/expectation details.

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

Read and understand the GitHub Authorizing Official Memo and the NOAA GitHub Policy

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 (NEMS, ICAM, etc.).

Enable two-factor authentication for the GitHub account

Ensure content to be published is a scientific product

Scientific product is defined by the NOAA Scientific Integrity Policy (NAO 202-735D) as "Presentation of the results of scientific activities including the analysis, synthesis, compilation, or translation of scientific information and data into formats for the use of NOAA, the Department of Commerce, or the Nation."

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

Remove any sensitive data or information

NOAA staff must confirm that there are no account passwords, user logins, 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.

Set Read Only permissions to public

Set Write permissions to only appropriate NOAA employees and contractors

Publish all content posted to the NOAAGov GitHub public repository to the public DOC or DOC Bureau's website on a quarterly basis

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.



Include a link to the location where the code resides on the public DOC or DOC Bureau's website

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.”

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.”

Document how and where the gold copy of the published information will be maintained:

Scan the information proposed to be released in GitHub with Git-Secrets

Notify NOAA Gov Administrators so they can “watch” your repository and be notified of updates

Follow Federal Requirements:

- Comply with the Department of Commerce's Policy on the Approval and Use of Social Media and Web 2.0
(<https://www.commerce.gov/policy/20160628/doc-policy-approval-and-use-social-media-and-web-20-smw20>)
- Follow Section 508
(<https://www.section508.gov/>)
- Adhere to Department of Commerce's Privacy Policy
(<https://www.commerce.gov/page/privacy-policy>)
- Adhere to DOC's Comment Policy
(<https://www.commerce.gov/page/comment-policy>)



APPROVAL SIGNATURES

All signatures must be provided and will serve as acknowledgment of the requirements/expectations outlined in this checklist. Additional details on responsibilities are outlined in the [NOAA github.com Usage Guidelines](#).

GitHub Team Member

The NOAA employee or authorized contractor who, in their professional capacity with NOAA, is posting NOAA content in the GitHub environment or contributing to other repositories.

Team Member Sponsor

In addition to the initial approval from the Team Member's Sponsor, the Team Member and their Sponsor should agree on a plan and schedule for regular updates and notification of activities on GitHub. In an ideal situation, the Team Member's Sponsor would have an account on GitHub and 'watch' the Team Member's projects. In most situations, however, a quarterly update to the Team Member's Sponsor should suffice.

Information Owner

Information owner of the NOAA software or code to be posted on GitHub (in most cases, the Information Owner will be a Team Member). Permission from the information owner ensures that NOAA allows the information to be placed on GitHub public repositories for collaboration, public comment, and public use.

ISSO

The ISSO of the system hosting the gold copy of the information has verified that the Information Owner has fulfilled their responsibilities as outlined in the [NOAA github.com Usage Guidelines](#) and the memo from the system's AO on the Use of github.com at NOAA.

System Owner Signature

The SO of the system hosting the gold copy and understands the risk and requirements associated with the usage of GitHub.

Repository Owner Signature

The Repository Owner is the NOAA representative that is responsible for a NOAA GitHub repository; the repository owner may work on one repository or a group of repositories; ensures that repository content contains no proprietary code or information, including PII and BII, based on information provided by the NOAA GitHub Administrator.