Chandra Data Archive Accounts

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**This document spells out the privileges and obligations of people holding privileged Chandra archive accounts.
It represents the archive account implementation supplemental to the *HEAD Data Protection Technical Memo*.**

1.0 Privileged and Non-privileged Access

Before requesting a privileged account, one should ask oneself whether one needs such an account. The entire community has unlimited browsing and retrieval access to all information in the archive, except:

- Proposal database
- Potentially proprietary data products that are part of proprietary observations (GO observations for which the proprietary period has not yet expired)
- Selected MTA databases and data products

Browsing and retrieval privileges to the above-mentioned information, as well as any ingest privileges, require those operations to be performed from a privileged account. Privileged accounts are personal accounts that come in various categories. Accounts may be endowed with more than one category of privileges.

There are two groups of special acccounts. Users who require access to the archive's databases through *sql* on the CXC network need a user non-privileged account. A Guest Observer who is the PI on one or more proposals may request a PI account that allows access to the proprietary data belonging to those proposals; this is a simple procedure outlined in Section 3.2 on page 4.

2.0 Account Categories

2.1 Privileged CXC Browse and Retrieval Categories

2.1.1 Retrieve Proprietary Data Products and Database Information

This allows authorized CXC personnel with privileges to browse and retrieve proprietary data products (inc luding MT A) and databases (exc luding the proposal database) for the sole purpose of facilitating legitimate CXC operations .

2.1.2 Retrieve EPHIN Data Products

This is an account that allows retrieval of EPHIN proprietary data products .

2.1.3 Extract FPI Parameters

This is essentially running the *param_extract* program whic h produces a table of ACIS/HRC settings for a select set of observations .

2.1.4 Browse Proposal Database

This account privilege allows the user to access the proposal database; it is intended for testing purposes for a limited time only .

2.2 Privileged GO Accounts

These are personal accounts that allow the owner to browse and retrieve all information and data that is either public or, if proprietary , belongs to a GO proposal for whic h the user is the PI or executive CoI. Requests for these accounts should be directed to arc help@asc .harvard.edu. The only requirements are that the user is PI or executive CoI on a Chandra proposal and is entered in the *axafuser s* database . The user will be notified by E-mail when the account is set up and asked to call the DB A for the temporary password. These accounts do not expire .

2.3 Non-privileged *SQL* Accounts

CXC personnel that requires *sql* access to the arc hive' s databases (except the proposal database and proprietary MT A databases) needs arc hive user accounts . Any privileged account ma y be used for this purpose . However , those who do not qualify for a privileged account ma y apply for a non-privileged *sql* account.

2.4 Ingest Categories

2.4.1 Data Operations

In addition to retrieval of proprietary data, privileges to ingest ODB data products and make c hanges supported by the OCat editor , inc luding modifications , insertion and deletion of records .

2.4.2 ACIS FPI Update

This allows to run *simode_update* whic h will update the ACIS FPI parameter bloc k mnemonics for selected ObsIds (typically only instrument teams ha ve this permission).

2.4.3 HRC FPI Update

This allows to run *simode_update* whic h will update the HRC FPI parameter bloc k mnemonics for selected ObsIds (typically only instrument teams ha ve this permission).

2.4.4 Proposal Manager

This inc ludes all the USG activities in the proposal submission and review cycle. Ingest/retrieve/delete proposal files using *arc4gl* , modify the proposal database directly , form panels , enter reviews , run all conflicts programs . Browse and retrieval access to proposal database; migrate the approved target(s) for a single proposal from the proposal database to *axaf ocat*; OCat editor privileges .

2.4.5 *axafusers* Administrator

Browse , retrieve , and modify/insert entries in the *axafuser s* database .

2.4.6 Mission Planning

This is the complete mission planning set of activities . Supports mpcat extraction and subsequent ingestion, as well as ingestion of ORLs and SOE, limited c hanges to *axaf ocat*, and migration of single T OO targets . Permissions are granted to mission planning users on both sql and arc hive servers .

2.4.7 Verification and Validation (V&V)

Retrieval privileges for proprietary data, ingest of V&V products , limited *axaf ocat* edit.

2.4.8 Archive Operations

Browse and retrieval privileges for all data products and databases , except the proposal database; *axaf ocat* edit; ODB products ingest; MT A ingest.

2.4.9 Data Products Ingestion

Ingest privileges are very restricted and tightly controlled. The full list is only known to the DB A and Arc hive Operations and requests for suc h privileges are carefully considered on a case-by-case basis .

3.0 Application Procedure

3.1 CXC Personnel

The Database Administrator will establish or modify each personal account upon receipt of and in accordance with a duly signed application form (see Appendix A.0 on page 5). It requires the signatures of the applicant and his or her Group Leader, the Archive Scientist, and the Head of the CXCDS Division. In addition, there must be a signed CXC Data Protection Form on file for the requestor.

3.2 Guest Observers

Principal Investigators of approved proprietary Guest Observer observations may request a PI-GO archive user account which will authorize retrieval of proprietary data products for all observations that are part of any proposal for which this GO is the PI.

4.0 Obligations

Archive users have certain obligations when exercising their privileges. Failure to comply will have repercussions which may include, but are not limited to, the loss of archive access privileges.

- Upon having been issued a privileged archive access account, the user will change the password assigned by the DBA as soon as reasonably possible. One should not use one's Unix account password for the archive account.
- The particulars of the account shall not be divulged to any other person, nor shall the user allow any other person to make use of the account.
- Proprietary data will only be accessed when such access is necessitated by legitimate CXC duties and operations.
- If and when proprietary data are retrieved every reasonable effort shall be made to keep these data, and their products, confidential and inaccessible to non-privileged persons. This includes, but is not limited to, storing the data and their products in files and directories owned by the user with permissions set to 600, and carefully storing and destroying hardcopies (if any).

Additional information may be found in the *HEAD Data Protection Technical Memo*.

A.0 Application Form for a Chandra Archive Privileged Account

After completing this form, it should be signed by the applicant and his/her Group Leader , and submitted to Arnold Rots (B-240), MS 81.

Name: _____ Division: _____

Location: _____ Phone: _____

Email: _____ Requested username: _____

❑ New User Request ❑ Request for Extension of Privileges

Archive/SQL server (for test servers only): _____

Requested Archive User Category (check all that apply; see Section 2.1 on page 2 for explanation):

❑ GO propr. account	❑ EPHIN	❑ *axafusers* admin	❑ Priv'd CXC account
❑ Non-priv'd. *sql* acct.	❑ Extract FPI params	❑ Proposal manager	❑ V&V
❑	❑ Update ACIS FPI	❑ Proposal browser	❑ Data Operations
❑	❑ Update HRC FPI	❑ Mission Planning	❑ Archive Operations

For all non-GO privileged account applications, sign this section

I declare that I have a need for the privileges requested above for the execution of my CXC duties. I have read the obligations in Section 4.0 on page 4 and agree to honor them.

_____ _____

Applicant *Date*

Concurred:

_____ _____

Group Leader *Date*

CXCDS/Archive

Concurred:

_____ _____

Archive scientist *Date*

Approved:

_____ _____

CXCDS Division Head *Date*

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