Forest Service - Service First Identity and Access Process

As part of improving the process for identifying and providing logical access to Service First partners we are documenting, setting up some pre-defined items and providing this information.

Part of providing logical access to Forest Service Information Technology (FSIT) systems is providing an identity that the access will be associated to. USDA has an identity management system called Person Model (PM) formerly known as Non-Employee Identity System (NEIS).

There are two parts that are required within PM/NEIS. First is entering the identity information of the non-Forest Service (non-FS) employee into PM/NEIS. This is done by an individual that has the "Data Entry" role within PM/NEIS. Second is the assigning and maintenance of the non-employee record to the contract/agreement. This is done by an individual that has the "Sponsor" role within PM/NEIS. Typically to hold any role within PM/NEIS you need to be a Forest Service Federal employee and have a LincPass (USDA PIV) credential.

We do not intend or want to issue a LincPass to other non-USDA federal employees. Additional instructions will clarify how to avoid LincPass issuance.

We are establishing pre-defined contracts/agreements within PM/NEIS. This/these will be the contracts/agreements that the PM/NEIS sponsor will assign service first cooperator to. There will need to be a point of contact (POC) assigned to the agreement(s). The POC will review or request review by a home agency POC on a periodic basis, at least annually. The POC will adjust the ending period of performance date of the agreement(s) as needed.

Once the identity record is entered and assigned to the agreement, FSIT access can be requested. Requesting and recertifying the FSIT is something that needs to be done by a Forest Service federal employee.   That person should also have a working relationship to the non-FS employee. In other words they should know and be able to make the necessary modification based on the non-FS employee's status. Recertifying the access will be done on a periodic basis.

The Person Model training, access request, frequently asked questions and quick start guide can be found here: http://fsweb.wo.fs.fed.us/hrm/hr-apps/person-model.php

The specific steps for entering identity records and making assignments can be found at the link above within the quick start guide. Instead of creating a new contract or agreement to assign individuals to please use on of the predefined agreements listed below. When making the assignment to one of the following agreements, **do not** check the LincPass required box.

The three applicable agreements are:

For BLM: MOUBLMWO850200605
For NPS: NPS1443MU2601001
For FWS: 982106N035