

For: State Office Employees

Managing Nonemployee Access to FSA Computing Networks

Approved by: Deputy Administrator, Management



1 Overview

A Background

USDA’s Non-Employee Information System - Person Model (Person Model) is a USDA database used for storing and maintaining nonemployee (volunteers, interns, and contractors) personal identity and employment records. Person Model:

- maintains a single identity record for each person
- tracks the history of each relationship the person has with USDA over time.

The information maintained in Person Model is used to permit the issuance of level 2 e-Authentications for nonemployees, if applicable. This will allow nonemployees to gain access to certain software applications in FSA’s computing environment.

EPD, responsible for FSA Person Model maintenance, has developed a streamlined process for designated State Office employees to add volunteers’, interns’, and contractors’ identity records into Person Model. The streamlined process outlined in this notice will permit a more rapid issuance of level 2 e-Authentication for new nonemployees. In the future, Person Model may also be used for long-term (employment that exceeds 6 months) volunteers, interns, and contractors who may be required to obtain a LincPass badge.

B Purpose

This notice informs State Office employees of the following:

- requirements for identifying primary and alternate personnel for Person Model access
- training requirements for those personnel who will manage Person Model
- outline process to access and input nonemployees into Person Model.

Disposal Date	Distribution
June 1, 2013	All State Office employees

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1 Overview (Continued)

C Contacts

For questions about this notice, contact either of the following:

- Renea Morton, Emergency Preparedness Specialist, EPD by either of the following:
 - e-mail at renea.morton@wdc.usda.gov
 - telephone at 202-720-1607
- Lisa Gressen, Personnel Security Specialist, EPD by either of the following:
 - e-mail at lisa.gressen@wdc.usda.gov
 - telephone at 202-401-0654.

2 Identification of Primary and Alternate Person Model Sponsors

A State Administrative Official (AO) Action

Before accessing and using Person Model, State AO's will identify a primary and alternate FSA State Office employee to sponsor and manage the Person Model program for their State's nonemployees. AO will forward their names to the EPD contacts in subparagraph 1 C by e-mail by January 31, 2013.

Note: The employee identified for the Person Model sponsor can also be the State Office's HSPD-12 sponsor.

B EPD Action

Once the primary and alternate State Office names are received, EPD will forward by e-mail to each primary and alternate Person Model sponsor a package of information with instructions, forms, and documents for them to complete and submit back to EPD. The package will consist of the following:

- USAccess Request for Role Designation
- Person Model Request for Security Access
- FSA-13-A
- Person Model Sponsor Quick Starter Guide for instructions on training
- Person Model forms, sample forms, and instructions on where to submit the completed forms.

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2 Identification of Primary and Alternate Person Model Sponsors (Continued)

B EPD Action (Continued)

Once forms are received from the primary and alternate Person Model sponsors, EPD will route the forms through appropriate FSA channels for access to be granted. The identified personnel will be notified by e-mail once access to Person Model has been granted. After access is granted, the new Person Model sponsor can begin entering nonemployee information into Person Model to:

- allow for level 2 e-Authentication for the nonemployee
- obtain a site badge, AltLinc, or LincPass, whichever is applicable.

Note: Additional instructions on issuing AltLinc badges will be provided in a forthcoming notice.

3 Adding Volunteers, Interns, or Contractors Into Person Model

A Completing Person Model Data Entry for New Nonemployees

Before the on-boarding of volunteers, interns, or contractors, the State Office Person Model sponsor must enter an individual's PII data into Person Model, filling in the appropriate demographic information. In the "Name of Contract" field, input either "Volunteer" or "Student Intern".

Once entered, the State Office Person Model sponsor shall forward an e-mail to EPD advising that the individual has been entered into Person Model. EPD will adjudicate the individual's record in Person Model and provide the appropriate State Office Person Model sponsor and FSA KC Security with the initial clearance authorization allowing the volunteers, interns, and contractors to have access to FSA facilities and logic systems. This process will follow the identified personnel security procedures for volunteers, interns, or contractors found in 1-SEM.

Note: The sponsor should be aware of requirements for safeguarding PII and follow all acceptable practices to ensure its safety.

B Deleting Person Model Data for Nonemployees After Completing Employment

Person Model sponsors are responsible for terminating volunteers and interns in Person Model once employment has ended. For contractors, Person Model sponsors are responsible for either extending the contract time period in Person Model or terminating contractors from Person Model if their contract employment has ended.

Note: Person Model data cannot be deleted from the system. The sponsor can only edit the record by changing individual status to terminate.