



Forest
Service

Washington
Office

1400 Independence Avenue, SW
Washington, DC 20250

File Code: 6300

Date: March 12, 2014

Route To:

Subject: Notice Regarding Upcoming Disabling of Virtual Incident Procurement Accounts with 90 Days of Inactivity

To: Regional Foresters

This letter is to notify you of an upcoming change in Virtual Incident Procurement (VIPR) that could affect your procurement personnel.

FSM 6684.21(5) states “Configure all Forest Service information systems such that they automatically disable accounts after 90 days of inactivity.” Automatic disabling of inactive VIPR accounts is an expected function of the system beginning in October, 2014. Until that time, on a quarterly basis beginning in March, 2014, accounts with 90 days of inactivity or more will be manually disabled.

Notifications will not be sent to the affected employees. If it is determined that the employee needs access to VIPR, their supervisor must submit a request to the VIPR inbox (vipr@fs.fed.us) for the employee’s access be reinstated, along with the rationale for needing access.

Questions regarding this should be directed to Terry Kiele, VIPR Technical Lead, at 970-295-5820 or tkiele@fs.fed.us.

/s/ J. Lenise Lago
J. LENICE LAGO
Deputy Chief for Business Operation

cc: Terry Kiele
fs-pdl wo ops aqm vipr users
pdl wo ops aqm directors

