General Services Administration
Public Buildings Service
Occupancy Agreement Space Inventory System (OASIS)

OASIS Customer Authorization Guide

Overview

Customer role requests are specialized to individuals who need limited access to OASIS information and privileges. The information is limited based upon specific Agency Bureau (AB) codes with which the individual is affiliated. Section I outlines the steps required to obtain authorized user access and Section II outlines the steps required to deauthorize user access in OASIS.

Section I- OASIS Authorization

For customer users, the process of obtaining access to OASIS starts with the "PBS OASIS Customer Access Request Form". The "fillable" PDF is available to download at https://www.gsa.gov/pbsoasis. Note that the PDF is only "fillable" if opened in Adobe Acrobat. It is not "fillable" in a web browser.

Completing the PDF form

Things to note before completing the form:
- You must have a valid account in Login.gov.
  - For more information on how to obtain access to OASIS via Login.gov refer to "OASIS Customer Access Guide" PDF document available for download at https://www.gsa.gov/pbsoasis.
- You must have completed a Tier 1 (NACI) *or higher* public trust background investigation.

Complete the fields in the Requester section of the form:
- Email Address: type your agency-issued email address (e.g. john.doe@agency.gov). This email address must match the agency-issued email address registered in Login.gov.
- Name: type your first and last names (e.g. John Doe).
- Agency: select your affiliated agency from the list
  - There is no "Other" selection in the list, by design. If your agency is not listed, please email pbsOASIS@gsa.gov for additional guidance.
- Agency Bureau Code(s): type the individual AB codes for which you are responsible.
  - If you are responsible for a comprehensive range of AB codes, please designate those with a dash (e.g. 7000-7010).
- Requested Role: select whether you are an Ordering Official for your agency or a Non-Approver.
- Requester Signature: ideally, a digital signature would be applied to the form. If a digital signature cannot be applied, the form must be printed and a hand-made signature applied.
  - By signing the form, you are acknowledging that you have read, understood and agree to abide by all GSA security policies, standards and procedures specified here.

Once the Requester section has been completed **and** signed, route the PDF to your supervisor.

The supervisor completes the fields in the Supervisor section of the form:
- Email Address: type your work email address (e.g. jane.doe@agency.gov).
- Name: type your first and last names (e.g. Jane Doe).
- Relational attestation: check the box to attest that you are the Requester's supervisor (if the requester is a federal employee) **- or -** Contracting Officer Representative (if the requester is a contractor).
- Need attestation: check the box to attest that the Requester needs access to OASIS in order to perform their job.
- Supervisor Signature: ideally, a digital signature would be applied to the form. If a digital signature cannot be applied, the form must be printed and a hand-made signature applied.

Once the Supervisor section has been completed **and** signed, route the PDF to your Customer Internal Authorizing Official (CIAO).

The CIAO completes the fields in the CIAO section of the form:
- Email Address: type your work email address (e.g. jane.doe@agency.gov).
- Name: type your first and last names (e.g. Jane Doe).
- Authorized role attestation: check the box to attest that you are the Requester's CIAO and concur with the role being requested.

- CIAO Signature: ideally, a digital signature would be applied to the form. If a digital signature cannot be applied, the form must be printed and a hand-made signature applied.

Submitting the PDF form

Once completed, the "PBS OASIS Customer Access Request Form" should be submitted to pbsOASISaccounts@gsa.gov for evaluation and processing. The PDF request form must be completed by the requesting customer, their immediate supervisor **and** the agency CIAO. The form may be physically or electronically signed, but must be sent to GSA in digital format.

Upon receipt of a submitted PDF request form, GSA will carefully review the form for:
- Origination from a known customer agency contact
- Accuracy of information provided
- Signatures (physical or digital) for the requester, the supervisor and the CIAO are all present and valid
- Verification that the requester's email address belongs to an individual, rather than some sort of alias or group
- Proper association of the requester's organization with data to be visible in OASIS

Once the PDF form has been accepted, processing of the form moves to the GSA Approval phase. When GSA has fully processed your request, an email will be sent with further instructions about how to gain access to OASIS.

Section II - OASIS Deauthorization

The OASIS team must be notified whenever an authorized user separates from their agency or no longer has a business need to use OASIS. An email should be sent to pbsOASISaccounts@gsa.gov indicating the name of the individual to be removed from OASIS, along with the effective date of the change.