

# LOCCS Access Authorization Template for HUD Staff and Contractors

## U.S. Department of Housing and Urban Development Office of the Assistant Chief Financial Officer for Systems

*1. Type of Action (mark one) New User Reinstate User Terminate User Add New Program Area Change Program Area Change Address	*2. Type of User (mark one) RAD RO FO OFA OSS ACH HQ	<p>This form is used to request terminal access to the Line of Credit Control System (LOCCS). This form should be completed by the LOCCS user and signed by the LOCCS Access Authorizing Official. All entries are mandatory unless specifically not applicable. Print all information clearly.</p> <p>Once complete, please e-mail this document to the OCFO Background Investigations Mailbox at <a href="mailto:OCFOBackgroundInvestigations@hud.gov">OCFOBackgroundInvestigations@hud.gov</a></p> <p>For additional information on the OCFO Systems Access process, please visit the following link: <a href="http://hudatwork.hud.gov/po/f/systems/access/">http://hudatwork.hud.gov/po/f/systems/access/</a></p> <p><b>*Required Fields</b></p>
*3. Region (2 digits)	*4. Field Office (2 digits)	
*5. User H-ID or C-ID		

*6. User's Last Name	*User's First Name	Middle Initial
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*7. User's Office Address	*City	*State	*Zip Code
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8. User's Office Telephone Number (include area code & <b>extension</b> )	*9. Office Correspondence Code	*10. User's E-mail Address
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*11. User's Signature	Digitally sign here by clicking on the left textbox. Step-by-step instructions are also available <a href="#">here</a> .	*Date (mm/dd/yyyy)
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12. Access Requested (Skip this part if the Type of User code is "HAO", "ACH", or "OSS".)

Program Area	Query	CFO Only Payment Banking Cntrl DE	CFO Only Voucher Entry	CFO Only Verify	Field Office Admin.	HQ Admin.

Comments:

**\*13. LOCCS Access Authorization Official: All fields below must be completed (mandatory).**

Name of the LOCCS Access Authorization Official	LOCCS Access Authorization Official H-ID	
Title	Office Telephone Number	Office Correspondence Code
Office Mailing Address	E-mail Address	
LOCCS Access Authorizing Official Signature	Digitally sign here by clicking on the left textbox. Step-by-step instructions are also available <a href="#">here</a> .	Date (mm/dd/yyyy)

**Instructions for the LOCCS Access Authorization Form (for HUD Staff & Contractors)**

**1. Type of Action:**

- **New User:** User does not currently have a LOCCS User ID.
- **Reinstate User:** Used to renew the user access authorization in LOCCS – **Field personnel** must send to Employee Service Center, **HQ Personnel** must go to Personnel Security in HQ.
- **Terminate User:** will cause immediate termination of the user's access to LOCCS
- **Add New Program Area.** User has a current user ID and will be increasing access capability – only list new areas.
- **Change Program Area:** User has a current ID and will be changing the user information or the access privileges currently assigned.
- **Change Address.** User has a current ID and will be changing current mailing address.

**2. Type of User:** Identify the user as follows:

- **FO** = Field Office Personnel
- **OSS** = Office of Finance and Accounting Systems Staff (HQ only)
- **ACH** = Automated Clearing House team in the Office of Finance and Accounting (OFA)
- **RAD** = Regional Accounting Division
- **OFA** = Operational area – except for OFA's System Staff or the "ACH" team
- **HQ** = Headquarters Program Personnel
- **RO** = Regional Program Staff

**3-4. Region/Field Office:** Enter numeric region and Field Office code for the user.

**5. User H-ID or C-ID:** Enter your HUD H-ID or C-ID.

**6-11. Self-Explanatory / Mandatory.**

**12. Access Requested:** (If the User Type is "HAO," or "OSS," skip to item 13.)

Enter the 3 or 4-character LOCCS **Program Area** in column 1. Headquarters program staff will provide you with the appropriate code(s).

Mark, in the appropriate column, the access privileges requested:

- Mark "**Query**" only if no other classification is desired. This will allow the user to query all data for the HUD program within their Field Office, Regional, or Headquarters control.

**12. Access Requested (continued):**

- Mark "**Payment/Banking Control Data Entry**" if you are an employee of the CFO National Accounting Center, a "**RAD**" type of user, and your job function will be assigning a grant to a Tax ID Number or entering payment/banking data.
- Mark "**Voucher Entry**" if you are a "**RAD**" type of user, and an employee of the CFO National Accounting Center and your job function will be to enter vouchers into LOCCS.
- Mark "**Verify**" if you are a "**RAD**" type of user, and an employee of the CFO National Accounting Center, and your job function is to confirm payment/banking data and/or vouchers entered by the **RAD**.
- Mark "**Field Office Administration**" if you require authority to approve/reject a payment that has been sent by LOCCS to program staff for approval prior to payment. This option will also give the user the ability to record receipt of outstanding program documents/forms, enter program budget data for grants, and record receipt of Section 8 Financial Settlement Reviews. You must work in the region for which you are applying.
- Mark "**Headquarters Administration**" if you are an "HQ" type of user and you require access to screens for overall program management.

**13. LOCCS Access Authorizing Official:**

Mandatory data. Printed name, title, phone number, and signature of the LOCCS Access Authorizing Official. The authorizing official should be the supervisor or higher level of manager of the person cited on line 6.