

# A67 LOCCS Access Authorization Form for HUD Staff and Contractors

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

<b>*1. Type of Action</b> New User    Reinstated User Active User (select below):		<b>*2. Type of User</b> (mark one) HQ      RO      FO  OCFO Staff Only:		This form is used to request access to the Line of Credit Control System (LOCCS). This form should be completed by the LOCCS applicant and signed by the LOCCS Access Authorizing Official. All entries with an asterisk (*) are required unless specifically not applicable.  Once complete, please e-mail this form along with the OCFO Systems Rules of Behavior form to the OCFO  <a href="mailto:OCFOBackgroundInvestigations@hud.gov">OCFOBackgroundInvestigations@hud.gov</a>	
*3. Region Code		*4. Field Office Code (2 digits)		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>	
<b>LOCCS Applicant Information (#5-11)</b>					
*5. H-ID or C-ID					
<b>*Required Fields</b>					
*6. Last Name		*First Name		*Middle Initial	
*7. Office Street Address		*City		*State	
				*Zip Code	
*8. Office Telephone Number		*9. Office Correspondence Code (e.g. FYA)		*10. HUD Email Address	
<b>*11. Applicant Signature</b>  Digitally sign here by clicking on the left textbox. Step-by-step instructions are also available <a href="#">here</a> .				<b>*Date (mm/dd/yyyy)</b>	
12. Access Requested (Skip this part if the Type of User code is "ACH, or "OSS"). <a href="#">List of LOCCS Program Areas (click here)</a>					
LOCCS Program Area	Level of Access Requested	LOCCS Program Area	Level of Access Requested		
1.		8.			
2.		9.			
3.		10.			
4.		11.			
5.		12.			
6.		13.			
7.		14.			
Comments:					
<b>*13. LOCCS Access Authorization Official: All fields below must be completed.</b> <a href="#">List of LOCCS Approving Officials (click here)</a>					
Full Name of LOCCS Access Authorization Official		LOCCS Access Authorization Official H-ID			
Official Title		Office Telephone Number		Office Correspondence Code	
Full Office Address		HUD E-mail Address			
<b>LOCCS Access Authorizing Official Signature</b>  Digitally sign here by clicking on the left textbox.				<b>Date (mm/dd/ yyyy)</b>	

**U.S. Department of HUD - Office of the Assistant Chief Financial Officer for Systems**  
**Instructions for the LOCCS Access Authorization HUD-27054A Form**  
**(for HUD Staff & Contractors)**

**1. Type of Action:**

<b>New User</b>	Select if applicant has never had LOCCS access previously with current H-ID / C-ID.
<b>Reinstate User</b>	Select if applicant's previous LOCCS access has been terminated and would like to renew access.
<b>Active User</b>	Select if applicant is an active LOCCS user and would like to add or change current access/profile.
	<b>ADD:</b> Select if applicant is an active LOCCS User and will be adding LOCCS program areas (block 12) and/or add a Region/Field Office (block 3 and 4) to the current profile.
	<b>CHANGE:</b> Select if applicant is an active LOCCS User who needs their current LOCCS access replaced with the request on new access form (Region/Field, Program Office, Address, and/or Name).

**2. Type of User (select one):**

- **HQ** - Headquarters Program Personnel
- **RO** - Regional Program Staff
- **FO** - Field Office Personnel
- **OCFO Only:**
  - **OSS** - HQ OCFO Systems Support
  - **CFO** - HQ OCFO Accounting
  - **FTW** - Ft. Worth Accounting
  - **ACH** - Automated Clearing House Team in OCFO Accounting

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

- For "HQ," Region Code is "11" and Field Office code is "00."
- If "RO" is selected in #2, Field Office Code is "00."

**5-11. LOCCS Applicant Information:** Mandatory – Applicant must complete all fields.

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

**LOCCS Program Area:** List the [LOCCS program area\(s\)](#) being requested.

List up to 14 LOCCS program areas. If more space is required, use an additional form.

[List of LOCCS Program Areas](#)

**Level of Access Requested.** Using the dropdown menu, select the level of access being requested.

<b>Query (read only)</b>	Select if no other classification is required. This will allow the user to query all data for the HUD program within their Field. Note: Some LOCCS program areas are QUERY only (e.g. IDIS, DRGR)
<b>HQ Admin (read/write)</b>	Select if "HQ" is selected in block 2 and require access to screens for overall program management. This will provide read and write access.
<b>RO/FO Admin (read/write)</b>	Select if a non-HQ staff requires 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. The user must work in the region for which he/she is applying.
<b>Verify (OCFO Only)</b>	Select if the "FTW" user is an employee of the OCFO Fort Worth Accounting Center, and the job function is to confirm payment/banking data and/or vouchers entered by Voucher Entry users.
<b>Voucher Entry (OCFO Only)</b>	Select if the "FTW" user is an employee of the OCFO Fort Worth Accounting Center and the job function will be to enter vouchers into LOCCS.
<b>Payment/Banking Control Data Entry (OCFO Only)</b>	Select if the "FTW" user is an employee of the OCFO Fort Worth Accounting Center, and the job function is to assign a grant to a Tax ID Number or entering payment/banking data.

**13. LOCCS Access Authorizing Official:** The LOCCS Authorizing Official is to complete ALL fields in this section, including signature and date. The LOCCS authorizing official is a director level or higher.

[List of LOCCS Approving Officials](#)