LOCCS Access Authorization Security Form for HUD Staff

U.S. Department of Housing and Urban Development

See the Privacy Act statement on the back before completing this form

This form is used to request terminal access to Line of Credit Control System (LOCCS). For users who require other than a data query access, a Limited Background Investigation package, e.g., SF-85P (95 edition only), SF-87, and Fair Credit Reporting Authorization must also be completed and submitted to the CFO Security Office in Headquarters.

This form is to be completed by the LOCCS user and signed by both the Personnel Official and a LOCCS Access Authorizing Official. All entries are mandatory unless specifically not applicable. Print all information clearly.

Send the completed form to:

U.S. Department of Housing and Urban Development Chief Financial Officer, FYM P.O. Box 23774 Washington, DC 20026-3774

Please read the instructions on Page Two carefully before completing this form.

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

3. Region (2 digits) **(mandatory)**	4. Field Office (2 digits) **(mandatory)**	5. User ID (unless you're a new user)

6. User's Last Name	User's First Name	Middle Initial	7. User's Social Security Number

8. User's Office Address	9. Office Telephone No. (include area code **& extension**)

City	State	Zip Code	10. Office Correspondence Code **(mandatory)**

11. User's Signature

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.

13. Personnel Office Certification for User

I certify that:

o NACI completed (date-mm/dd/yyyy) (required for all employees) _____ is on file.

o A Limited Background Investigation package, e.g., SF-85P (95 edition only), SF-87, and Fair Credit Reporting Authorization was submitted to the Personnel Security Branch on

(date-mm/dd/yyyy) _____

Personnel Official's Title	Phone Number
Personnel Official's Signature	Date (mm/dd/yyyy)

13a. Personnel Office Certification for Approving Official

I certify that:

o NACI completed (date-mm/dd/yyyy) _____ is on file.

A Limited Background Investigation package, e.g., SF-85P (95 edition only), and SF-87, and Fair Credit Reporting Authorization was submitted to the Personnel Security Branch on

(date-mm/dd/yyyy) _____

Personnel Official's Title	Phone Number
Personnel Official's Signature	Date (mm/dd/yyyy)

14. **LOCCS Access Authorizing Official:** Mandatory data. Printed name, social security number, title, phone number, and signature of the LOCCS Access Authorizing Official. The approving official should be the supervisor or higher level of manager of the person cited on line 6. **The LOCCS Access Authorizing Official must file a Limited Background Investigation package, e.g., SF-85P (95 edition only), SF-87, and Fair Credit Reporting Authorization.**

LOCCS Access Authorizing Official

Name of Supervisor or Line Manager	Social Security Number
Title	Office Telephone Number
Office Mailing Address	
Supervisor or Line Manager's Signature	Date (mm/dd/yyyy)

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Instructions for
LOCCS Access Authorization
Security Form (for HUD Staff)

1. **Type of Action:**

   New User: User does not currently have a LOCCS User ID.

   Reinstate User: Used to renew the user accesss 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 ID:** Enter your 6-digit LOCCS User ID if you are a current user. Mandatory

6-11. Self explanatory / Mandatory.

12. **Access Requested:** (If the User Type is "HAO," or "OSS," skip to items 13-14.)

   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.

   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. **Personnel Office Certification:** Completing this box by the Office of Personnel is mandatory. It must be filled in only by a **Personnel Official**. The name, title, and phone number of the Personnel Officer are required. The Personnel Official must also record the dates that the NACI clearance was completed and the date the SF-85P was sent to the Personnel Security Branch. Failure to obtain a Personnel Official's signature will result in access being denied.

   The LOCCS user must have a "National Agency Check with Inquiry" (NACI) investigation completed before they will be granted any LOCCS access. The LOCCS user will not be able to receive other than "Query" authority, for any program, if they have not completed a SF-85P, Background Investigation form.

   To be valid at HUD, the clearance contained in the user's personnel file must have been issued by a Federal Agency not more than fifteen (15) years ago. NACI and Limited Background Investigations over 15 years old will not be accepted. If the NACI is over fifteen years old, the Office of Personnel must initiate and receive a new NACI before they can sign this form.

14. **LOCCS Access Authorizing Official:** Mandatory data. Printed name, social security number, title, phone number, and signature of the LOCCS Access Authorizing Official. The approving official should be the supervisor or higher level of manager of the person cited on line 6. **The LOCCS Access Authorizing Official must file a Limited Background Investigation package, e.g., SF-85P(95 edition only), SF-87, OF-306, and Fair Credit Reporting Authorization.**

Privacy Act Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information which will be used by HUD to protect disbursement data from fraudulent actions. The Housing and Community Development Act of 1987, 42 U.S.C.3543 authorizes HUD to collect the SSN. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Provision of the SSN is mandatory. HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS.