



May 18, 2018

Rural Development

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Single Family Housing  
Rural Housing Service

TO: State Directors  
Rural Development

1400 Independence Ave, SW  
Washington, D.C. 20250

ATTENTION: Single Family Housing Program Directors

FROM: Roger Glendenning /s/ *Roger Glendenning*  
Deputy Administrator  
Single Family Housing

SUBJECT: Dedicated Loan Origination System (DLOS)  
Annual Access Review

**PURPOSE:**

This memorandum initiates the DLOS Annual Access Review for Fiscal Year 2018.

**BACKGROUND:**

To help effectively monitor DLOS access, Single Family Housing Program Directors are required to complete an annual review of DLOS user access within their respective state. The purpose of this review is to make sure user access is compliant with a “Least Privileged” state and ensure adequate separation of duties.

**IMPLEMENTATION RESPONSIBILITIES:**

Similar to prior reviews, the Information Systems Security Staff (ISSS) user access verification reports will be used. Program Directors should ask their state's ISSS Point of Contact (POC) for a copy of their most recent state report. On the ISSS user access verification reports, Program Directors should refer to the sections that provide information on Loan Serv 650 (aka FiServ or MortgageServ) and UniFi user access. If a change is needed to a user's access, the Program Director should submit the request through their ISSS POC.

EXPIRATION DATE:  
May 31, 2019

FILING INSTRUCTIONS:  
Housing Programs

Once the review is complete, the Program Director must also complete a brief SharePoint survey. The survey, which is available at the link below, will serve as the certification of completion.

[https://ems-team.usda.gov/sites/RD\\_HCFP/SFH1/direct/Lists/DLOS%20Annual%20Access%20Review/overview.aspx](https://ems-team.usda.gov/sites/RD_HCFP/SFH1/direct/Lists/DLOS%20Annual%20Access%20Review/overview.aspx)

If the Program Director has already thoroughly reviewed DLOS accesses as part of their ISSS POC's review of the subject reports (as directed in ISSS POC Bulletin LAC 18-04), simply complete the survey. Please complete this review and survey within 60 days.

If you have questions regarding this memorandum, please contact Scott Nista of the Single Family Housing Direct Loan Division at [scott.nista@wdc.usda.gov](mailto:scott.nista@wdc.usda.gov).