

APPROVING OFFICIAL

WHEN TO USE...

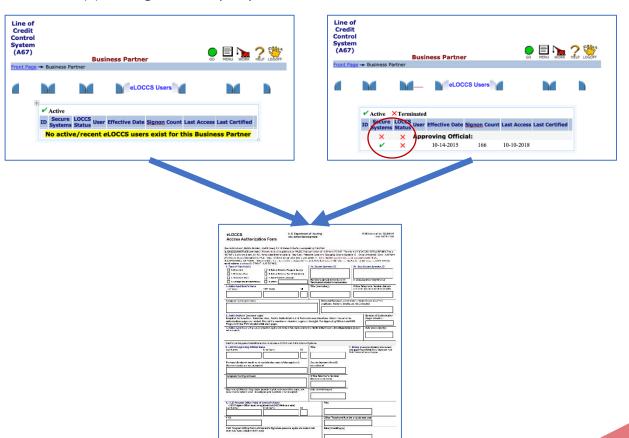
CHANGE OF APPROVING OFFICIAL LETTER OR

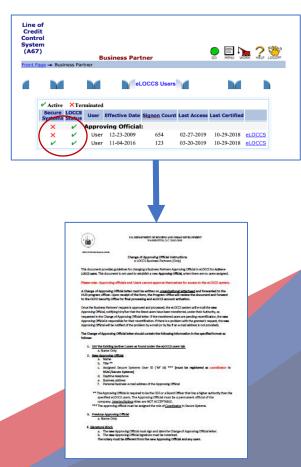
HUD FORM 27054E



THREE TYPICAL SCENARIOS

No User <u>and</u> No Approving Official (AO) User <u>and</u> AO Terminated AO is active but left the Organization or a need to change AO





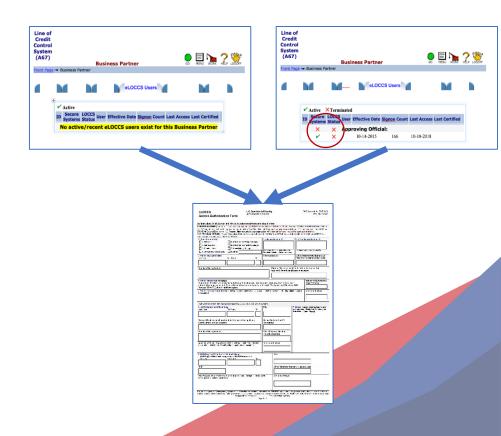
Use Form 27054E

Use COA Letter



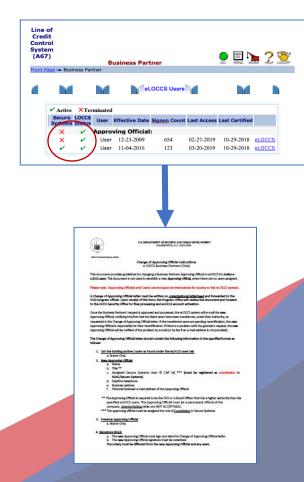
APPROVING OFFICIAL VIA FORM 27054E

- No User or No AO
 - Form 27054E will establish both
- User and AO Terminated
 - Form 27054E will effectively reinstate both User and AO



CHANGE OF APPROVING OFFICIAL LETTER

- Only submitted when there is an active user or users with an active approving official in the LOCCS system. The letter must include the following information
- Existing Active Users
 - Name only
- New Approving Official
 - ■Name
 - □ Title*
 - ☐ Assigned Secure Systems User ID ('M' id)
 - Daytime telephone
 - Business address
 - ☐ Personal business e-mail address of the Approving Official
- Previous AO Name
- Signed by new AO and Notarized





- OCFO Security
- OCFO Security Administrator
- U.S. Department of Housing and Urban Development
- Email: <u>ocfosecurity@hud.gov</u>

