



**Rural Development**

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**TO:** State Directors  
Rural Development

**ATTENTION:** Single Family Housing Program Directors

**FROM:** Joaquin Altoro  
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**SUBJECT:** Dedicated Loan Origination System (DLOS)  
Annual Access Review

**PURPOSE:**

This memorandum initiates the DLOS Annual Access Review for Fiscal Year 2024.

**BACKGROUND:**

To help effectively monitor DLOS access, Single Family Housing Program Directors are required to complete an annual review of the 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:**

Program Directors will receive a report from the National Headquarters and should refer to the “Instructions” tab for detailed information on completing the review for FiServ Loan Servicing Platform (FLSP) and UniFi user access. If a change is needed to a user's access, the Program Director should submit the request through their Information Systems Security Staff Point of Contact (ISSS POC).

Once the review is complete, the Program Director must also complete the [DLOS Annual Access Review survey](#), located on the [Direct SharePoint](#) page, to certify completion of the review.

**EXPIRATION DATE:**  
May 31, 2025

**FILING INSTRUCTIONS:**  
Housing Programs

If the Program Director has already reviewed DLOS accesses as part of their ISSS POC's review (as directed in CSD POC Bulletin LAC 19-01), simply complete the survey.

Please complete this review and survey within 60 days of the date of this memorandum.

If you have questions regarding this memorandum, please contact Elizabeth Lewis of the Single Family Housing Direct Loan Division at [elizabeth.lewis@usda.gov](mailto:elizabeth.lewis@usda.gov).