

[Form Instructions](#)

LaGov Security - Maintenance Operations

Request for Position Security

Position Number

Personnel Area

Action

- Add
- Remove

Position Holder Name

Holder Personnel #

Start Date

Plant Access (list plant numbers requesting access to)

End Date

(change if temp)

Plant Maintenance Job Functions

- PM-01 Agency Master Data Processor
- PM-02 Building Maintenance Requestor
- PM-03 Fleet Maintenance Requestor
- PM-04 Fleet Manager
- PM-05 Maintenance Sup/Mgr
- PM-06 Property Manager
- PM-08 Work Order Proc/Fuel Entry
- PM-12 Prop Inv Proc: M5 Notification
- PM-17 Prop Mgr - Planner Group - LWC Only
 - P01 Regular
 - RSH Randolph Sheppard Program

Inquiry Only

- AG-09 Linear Assets Inquiry
- FI-01 Financial Inquiry
- LO-01 Logistics Inquiry

Agile Only

List the Admin Unit/Dist & Gang(s) that the user needs access to:

Linear Assets Job Functions (Agile)

- AG-01 Area Engineer
- AG-02 Clerk
- AG-03 Business Administrator
- AG-04 Control Section Administrator
- AG-05 District Administrator
- AG-06 Foreman
- AG-08 Supervisor

Requesting Employee's Signature

Authorization to Assign USER ID

Date

Section Head's Signature

Section Head's Title

Date

Date

OFSS Use Only

La Gov Security Administrator or Alternate

Date/Time Submitted

Red boxes are required fields.
Signature fields cannot be typed in

Complete form and email back to
Brittany.Williams4@LA.gov and Tracy.Holmes@LA.Gov