
NCAS Operator Restriction Form (OSC SEC02) Field Definitions

The **NCAS Operator Restriction Form, OSC SEC02**, is used to indicate additional selective security restrictions. The form is divided into two main sections. The first section is general information to be completed by the agency. The operator's processing and inquiry capabilities are limited by the company/account/center combinations defined to Financial Controller (FC). The second gray section is for OSC use only.

OPERATOR NAME	Operator's <i>complete</i> name. Always required.
OPERATOR ID #	Operator ID number assigned by the OSC NCAS Security Administration Team member. This box should be blank when adding an operator. When changing an operator's access rights, this box should be completed. A separate OSC SEC02 form should be completed for each type of restriction.
AGENCY	Agency name or abbreviation (Department of Correction or DOC)
AGENCY #	A two-digit OSC assigned agency identifier. (For example, the agency number for DOC is 42.)
PROFILE #	Selected application number for that operator that corresponds to the profile listed on the SEC01 form
REGION	P or NC23. Always required.
DATE	Date of request
ADD	Check the ADD box if the indicated company/account/center range(s) is an addition to an operator's existing security restrictions or is the restricted security range for a new operator.
DELETE	Check the DELETE box if the indicated company/account/center range(s) is to be deleted from an operator's existing security restrictions. A separate OSC SEC02 form should be completed for each application.
FC	Financial Controller company/account/center ranges. FC limits security to all applications except GL.
GL	General Ledger company/account/center Because an operator is limited to 45 combinations, the Agency Security Administrator should identify ranges whenever possible.
PC	Agency, location, card number
ACCESS Y/N	Mark Yes (Y) to allow operator access. Mark No (N) to deny operator access.
COMPANY FROM/TO	GL company number

ACCOUNT FROM/TO	GL account number
CENTER FROM/TO	GL center number
ACCESS Y/N	Mark Yes (Y) to allow operator access. Mark No (N) to deny operator access.
AGENCY FROM/TO	The agency identifier (first two positions of company). Used to secure an individual to a particular agency.
LOCATION FROM/TO	The procurement card location assigned to the agency. Used to secure an individual to a particular location.
CARD NUMBER FROM/TO	The last 4 digits of the procurement card number. Used to secure a cardholder to a particular number.
REQUESTED BY	The signature (and date) of the Agency Security Administrator. This signature is required when the OSC SEC01 form is not attached.