



OFFICE OF THE COMPTROLLER  
COMMONWEALTH OF MASSACHUSETTS

**Department Head**

**Annual Approval of Statewide Enterprise Systems Security  
CIW, HR/CMS, MMARS & InTempo**

- 1) REVIEW** security reports for each enterprise system generated for your department. If changes are necessary, contact the appropriate system security administrator and submit all change requests for staff access as appropriate.
- 2) SUBMIT** this completed form and evidence of review by the due date indicated below. Examples of such evidence could include any actions taken (annotation(s) in the latest Luminist (DocDirect) report(s) reviewed, or your own detailed tracking log of system security roles changes) to change, revoke, or grant access to users. If there are no changes to the report(s) reviewed, example of evidence include marking the first page of the report(s) reviewed with "No changes necessary to this "name of the report" report as of "current" date", and submitting that page to us. All changes, no matter the method, must be clearly marked, initialed and dated.

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**I have reviewed all statewide enterprise system security reports for (3-letter dept code)\_\_\_\_\_** and I personally approve all statewide system accesses for agency staff to CIW and HR/CMS, and approve all security roles and Department Head Signature Authorization Designations (DHSA) in MMARS. If I have made changes to security access for any enterprise system, these changes have been submitted to the appropriate system security administrator. This approval, along with any changes that may have been made as well as all restrictions and limitations, have been incorporated in our Departmental Internal Control Plan as mandated. I understand that failure to submit this approval evidence form to the Office of the Comptroller by the due date indicated above may result in delays in processing department requests.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This form must be submitted within 30 days of the seating of a new Department Head, and by end of the fiscal year each year thereafter.

Please scan and email the form and evidence of review to [SecurityRequest@mass.gov](mailto:SecurityRequest@mass.gov) Or mail to: Office of the Comptroller, Security Administration, One Ashburton Place 9<sup>th</sup> Floor Boston MA 02108 by **June 28, 2019**.