



OFFICE OF THE COMPTROLLER
COMMONWEALTH OF MASSACHUSETTS

Department Security Officer
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 Mobius (Luminist) 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.

I have reviewed all statewide enterprise system security reports for (3-letter dept code)_____ and statewide enterprise system accesses to CIW and HR/CMS and have reviewed all security roles and Department Head Signature Authorization Designations (DHSA) in MMARS – these have been personally approved by the Department Head. 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: _____

Please scan and email the form and evidence of review to SecurityRequest@mass.gov Or mail to: Office of the Comptroller, Security Administration, One Ashburton Place 9th Floor Boston MA 02108 by **December 31, 2019.**