



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. Evidence of all system access reviews must be maintained at the department, and provided upon the request of the Office of the Comptroller and internal/external auditor(s). Examples of such evidence could include any actions taken (annotation(s) in the latest MobiusView (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, examples 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 *"date"*. All changes, no matter the method, must be clearly marked, initialed and dated. If changes are necessary, your Department Security Officer can submit all change requests for staff access as appropriate.

**2) SUBMIT** this completed form.

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**I have reviewed all statewide enterprise system security reports for (3-letter dept code)\_\_\_\_\_** and statewide enterprise system accesses and security roles to MMARS, HR/CMS, and CIW as well as all 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](mailto:SecurityRequest@mass.gov) by **December 31, 2020**.