

Designation of Department Security Officer

REMINDER: Departmental Security Officer, your responsibilities include working with the management of your Department and the Security Administrator in the Office of the Comptroller to ensure that control over all security systems within your department are maintained at all times. You will be held accountable for security of statewide systems applicable to your department.

DESIGNATION (All fields required)

DEPARTMENT NAME: _____

3 DIGIT DEPARTMENT CODE: ____ ____ ____

DESIGNATED SECURITY OFFICER NAME _____
Last First MI

DESIGNATED SECURITY OFFICER SIGNATURE: _____ DATE: __/__/__

TITLE _____

EMAIL ADDRESS _____

TELEPHONE NUMBER (_____) _____

MAILING ADDRESS _____

Please Check One: Primary Security Officer Back up Security Officer

APPROVAL:

SIGNATURE OF DEPARTMENT HEAD: _____ DATE: __/__/__

RETURN THIS FORM TO:

**Office of the Comptroller
Security Administrator
One Ashburton Place 9th Floor
Boston, MA 02108
617-973-2468**