



OFFICE OF THE COMPTROLLER
COMMONWEALTH OF MASSACHUSETTS

Department Security Officer
Annual Review of 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 to SecurityRequest@MassMail.State.MA.US by the due date indicated below.

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 review evidence, 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.

Signature: _____

Date: _____

This form must be submitted electronically by December 31 each year

Please send this form to: SecurityRequest@massmail.state.ma.us

Or mail to: Office of the Comptroller, Security Administration,

One Ashburton Place 9th Floor

Boston MA 02108