OFFICE OF THE COMPTROLLER
ANNUAL DEPARTMENT HEAD CERTIFICATION

CTR Statewide Enterprise Systems Security Policy for Contractors
Including Staff Augmentation Resources

Access to Enterprise Systems by persons that are not Commonwealth employees presents an additional level of risk to the safety, security and protection of system assets and data. As Department Head I personally certify that I am fully responsible for any actions or events that occur due to actions or inactions by contractors working under this security access. I understand and agree that I am responsible for maintaining strict internal controls, segregation of duties, supervision, and oversight to mitigate the associated risks with providing this security access to ensure protection of the Enterprise Systems and their data. I certify that a CORI or other criminal background check has been completed on all Contractors with access to Enterprise Systems and I am not aware of any incidents that would disqualify any of these Contractors or raise concerns about security access to Enterprise Systems. Additionally, I certify that all Contractors have read and signed the Contractor Acknowledgement Form which shall be retained on file by my Office for the period of the security access plus 3 years.

Any individual which I have assigned Department Head Signatory Authority is required to submit the following information when requesting a Contractor to have access to CTR Statewide Enterprise Systems:

1. Contractor Full Legal Name
2. R/CMS Employee ID
3. Employer Full Legal Name (if vendor or staff augmentation resource)
4. Identify specific Enterprise Role Sought
    - Of the available roles in HR/CMS, contractors may be eligible to receive Display Only roles in HR/CMS- these roles allow view only access to specific tables.
    - Department Security Officers should contact the CTR Security Unit for a complete description of all MMARS security roles.
    - Of the available roles in MMARS, the Administrator Role is the more powerful role, it allows the individual to validate and "submit" a document to a Final status, which acts as the electronic signature of the employee to whom the UAID is assigned and evidence of DHSA is maintained external to MMARS. This means that there must be evidence of a DHSA signature for each transaction PRIOR to the transaction being submitted that is retained for audit purposes referencing the transaction.
    - Of the available roles in MMARS, the User Role is more restricted and allows the processing of documents but excludes the ability to "submit" a document to a final status. Documents entered with the "user role" must be submitted by someone with administrator security.
5. Explanation of significant business need and why Enterprise Security access cannot be accomplished with current state employees
6. Duration of access requested.

Department Name	Department Code Three character MMARS code
Department Head Name Printed	
Signature	Date

This form must be completed annually and signed by the Department Head of any Department with Contractors that have access to Enterprise Systems and/or their data.

Please scan and send this completed form to CTR-Risk.Management.Team@mass.gov.