



OFFICE OF THE COMPTROLLER

DESIGNATION OF DEPARTMENT SECURITY OFFICER

REMINDER: As 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			
Department Code Three character MMARS code			
Designation Security Officer Name			
Last	First	MI	
Designated Security Officer Signature			Date
Contact Information			
Title			
Phone Number	Email Address		
Mailing Address			
Address	City	State	Zip
Please Check One			
Primary Security Officer		Back up Security Officer	
Approval			
Signature of Department Head			Date