

PREPARE ON YOUR AGENCY LETTERHEAD
North Carolina Accounting System Security Memo

Date

MEMORANDUM

TO: David McCoy, State Controller
FROM: *Insert your Chief Fiscal Officer*
SUBJECT: North Carolina Accounting System Security

Pursuant to the North Carolina Accounting System (NCAS) security requirements; we, [*Insert Agency Name*], confirm, to the best of our knowledge and belief, the following:

1. We have read and agree to comply with the Office of the State Controller (OSC) NCAS policies and procedures as stated in the North Carolina Accounting System, Systems Information Guide. http://www.ncosc.net/sigdocs/sig_docs/sigDocumentation.html
2. We are primarily responsible for the security of our NCAS data:
 - Accessing the NCAS CICS region, which grants an operator the initial entry point to the NCAS through the assignment of RACF IDs, is an agency-controlled function.
 - Once inside the NCAS, the agency specifies the operator's access to functions and processing capabilities.
3. We have controls, policies, and procedures designed to prevent, detect, and correct abuse of the NCAS security privileges within our agency. We understand that it is each agency's responsibility to review each profile and match the profile to each operator's job functions.
4. We agree to notify the OSC promptly of any problems, violations, or changes with an operator's access rights. Timely notification is essential when an operator changes job function and/or leaves the agency.
5. We realize that negligence in the area of security enforcement of operators with update rights exposes the agency to the risk of unauthorized access and tampering with agency data.
6. We understand that access to Information Expert Reporting (I.E.) activities does not grant an operator the ability to update or alter data. Reporting functions provide inquiry, display, and read-only capabilities.
7. We understand that when an agency is restructured and/or changes in personnel occur, it will be the agency's responsibility to update this letter and return it to the above address.

Agency Head/Director Signature

Chief Fiscal Officer Signature