



North Carolina Department of Health and Human Services
Division of Social Services

325 North Salisbury Street • 2415 Mail Service Center
Raleigh, North Carolina 27699-2415
Courier # 56-20-25

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

INSERT DATE

To: DSS Performance Management/Security Access Review Manager

From: **INSERT LOCAL DSS SECURITY OFFICIAL
INFORMATION**

Ref: Division/Office System Access Control

INSERT LOCAL DSS NAME understands the Department's requirement for automated system access control, in accordance with the memorandum titled "Inadequate User Access Controls", signed by Secretary Cansler on October 30, 2009. With this understanding, the **INSERT LOCAL DSS NAME** has reviewed both the NCXPTR and WIRM system access control reports for the period of **INSERT MONTH AND YEAR**, with the following outcome:

- All employees on the report have appropriate access
- There were employees on the report who had inappropriate access and an IRAAF form has been submitted for correction.

The **INSERT LOCAL DSS NAME** also acknowledges they understand that this memo will be kept on file with the DHHS Privacy and Security Office.

Form completed by: **INSERT NAME & TITLE HERE**

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E-mail completed form to: DSS.Security.Review.Manager@dhhs.nc.gov