

North Carolina Department of Public Instruction  
Site Security Officer Form

Revised: 3/5/2020

RACF02

**RETURN TO:**

RACF Administration  
Dept. of Public Instruction

Submit to: [https://ncgov.servicenowservices.com/sp\\_dpi](https://ncgov.servicenowservices.com/sp_dpi)

**Write legibly or print**

**PURPOSE:**

To register the identity of authorized personnel at each site who will responsibly regulate employee access to the State Computer Center Mainframe according to DPI policy and procedures.

**DUE DATE:** Five days prior to your effective access requirements.

**QUESTIONS:** RACF Security, 919/716-1840

**Site Identification: see reverse side for INSTRUCTIONS**

**Site Name:** \_\_\_\_\_ **SITE ID(\_\_\_\_\_)**

**Office or Title:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Designated Site Security Officer(s):**

**Primary Site Security Officer:**

**Backup Site Security Officer:**

**Name** \_\_\_\_\_

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Title** \_\_\_\_\_

**Email** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_

**ACKNOWLEDGMENT:**

I have designated the aforementioned Site Security Officer(s) and acknowledge their authority and responsibility for coordinating the security issues of this site with the Business Technologies Division Mainframe Security Coordinators in all matters related to the access of the State Computer by our personnel in accordance with the Department of Public Instruction security policy and procedures.

**Title: (print)** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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(Associate Superintendent, Director, Finance Officer, Other)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

-

**Name: (print)** \_\_\_\_\_

Instructions

When the responsibility of the Site Security Officer are delegated to another employee for any reason, a replacement copy of the RACF02 Form must be sent to DPI Mainframe Security Coordinators for proper registration of both the primary and backup security officers signatures.

- Print:** All information should be printed except for signatures.
- Site Name:** Print the immediate name of your organization. For example, local education agency name.
- Site ID:** Pre-assigned unit code when applicable.
- Office/Title:** Print the office name or appropriate title when applicable. For example, Office of Superintendent, etc.
- Division:** Print the name of the agency division when applicable. For example, Division of Auditing & Accounting.
- Mailing Address:** Specify relevant mailing data (ie, Building, Street, Room, etc.)
- Designated Site Security Officers:** In accordance with DPI Security Policy and Procedures, all Directors and Finance Officers are responsible for serving as the Site Security Officer or for delegating someone to serve as the Site Security Officer at your site
- Name:** Print the first name, middle initial, and last name for the primary and backup Site Security Officers.
- Title:** Specify the working title of each named Security Officer.
- E-Mail:** Specify E-Mail internet address, if available.
- Phone:** Specify the work phone number of each named Security Officer.
- Signature:** Signature(s) of Site Security Officer(s) is a required audit process. Registration of signatures is a prerequisite to completing RACF03 and CICS02 forms.
- Date:** Date of site security officer(s) signature(s).
- Acknowledgment** Must be signed by the Site Director, Finance Officer, or higher positions. Please print name, date, title, and phone number.
- Delegator's Title** Specify the working title of the delegating agent.
- Phone:** Working phone number of delegating agent.
- Signature & Date:** Signature and date of delegating agent.
- Name:** Print full name of delegating agent.