

STATE CONTROLLER'S OFFICE  
PERSONNEL AND PAYROLL SERVICES DIVISION  
P.O. BOX 942850  
SACRAMENTO, CA 94250-5878

DATE: December 11, 2015

PERSONNEL LETTER #15-021

TO: All Agencies/Campuses in the Uniform State Payroll System  
(Decentralized Security Monitors and Authorizing Managers)

FROM: Debra Spellman, Acting Chief  
Personnel and Payroll Services Division (PPSD)

**RE: 2016 DECENTRALIZED DEPARTMENT/CAMPUSES ANNUAL STATEMENT OF SELF-CERTIFICATION**

All Decentralized Departments/Campuses must annually certify that they comply with the Security Program standards. The Security Monitor and appropriate level managers should review the Decentralized Security Program Manual and apply the standards and procedures to their respective decentralized site, as well as review the Decentralized Security Guidelines once a year with staff.

The Annual Statement of Self Certification form, [PSD041](#), is due to the SCO Decentralized Security Administrator by January 31 each year. Please send the PSD041 form electronically to the new Decentralized Security Administrator mailbox [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov). We suggest the department/campus retain a copy of the form for future reference.

If your Department/Campus does not comply with the restrictions and rules set forth in the PPSD Decentralized Security Program Manual and the California Information Practices Act, you must submit a letter explaining the deficiencies and a corrective action plan to the Decentralized Security Administrator by January 31, 2016.

Annual Statements of Self-Certification not received by January 31, 2016, will be considered in non-compliance of the Personnel Payroll Services Division Decentralized Security Program and Guidelines and the California Information Practices Act.

**NOTE: Failure to provide the Annual Statement of Self-Certification by January 31, of each year will result in the revocation of access for all office staff.**

Please direct any questions to the Decentralized Security Administrator email [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov).

DS:DA:ASB