STATE OF CALIFORNIA

MALIA M. COHEN
California State Controller

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

DATE: December 1, 2025

PERSONNEL LETTER #25-024

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Lisa Dean, Acting Chief
          Personnel and Payroll Services Division

RE: **2026 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 located on the State Controller's Office (SCO) website at: [Library and Resources](#) and due to the SCO Decentralized Security Administrator (DSA) by January 31, 2026. Please send the PSD041 form electronically to the DSA mailbox at 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 Personnel and Payroll Services Division (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 DSA by January 31, 2026. Annual Statements of Self-Certification not received by January 31, 2026, will be considered in non-compliance of the PPSD Decentralized Security Program and Guidelines, as well as the California Information Practices Act.

For information regarding this letter, please email DSA at dsa@sco.ca.gov.

For additional questions, please use the following contact information:

PPSD and CSU Contact Information:

- [PPSD Contacts and Additional Information](#)
- [Campus Information Retrieval System (CIRS)](#) | [Contact Email](#)

Web Resources:

- [For HR Personnel](#)
- [For State Employees](#)

LD:DSA:ASB