



COMMONWEALTH of VIRGINIA

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May 3, 2011

MEMORANDUM

TO: CARS Security Officers

FROM: Melinda L. Pearson, Director
General Accounting

SUBJECT: CARS and CARS FINDS Automated Forms, Security Listings and Certifications

The Department of Accounts is implementing automated *CARS Security Table Maintenance* and *CARS FINDS Security Authorization Request Forms*. The forms will now be completed and submitted from DOA's website. They are being released for use in conjunction with the semi-annual security certifications. The *CARS and CARS FINDS Security Listing and Certification Reports* are provided for review, completion, and submission.

To ensure that online CARS users identified in the CARS and FINDS Security Tables remain authorized by their respective agencies, the Department of Accounts requires CSOs to certify that:

- the CARS Security Table is current and correct as reported by DOA, or will be current and correct after submitted *CARS Security Table Maintenance Forms* are keyed,
- the CARS FINDS Security Table is current and correct as reported by DOA, or will be current and correct after submitted *CARS FINDS Security Authorization Request Forms* are keyed, and
- the agency or institutional policies and procedures conform to CAPP Manual Topic 70220 ("Security"), and CAPP Manual Topic 70705 ("FINDS") including the specific requirements listed in the certification statement and to related VITA requirements.

Please review the accompanying *CARS Security Listing and Certification Report* and *CARS FINDS Security Listing and Certification Report* and return the completed certifications by **May 13, 2011**. As part of the review process, **pay close attention to:**

- the necessity of agency or institutional personnel having more than one **CARS** logon identification number (ID),
- having both **CARS** user type 6 and 7 access (if multiple IDs are necessary),
- the necessity of ACT logon IDs for agencies or institutions that mainly interface to CARS,
- the total number of **CARS** IDs within each agency or institution,
- **CARS FINDS** users (type 5 can access CARS only data, type 6 can access CARS and CIPPS data), and
- **CARS FINDS** 1099 access (1 indicates user can access 1099 data, 2 or blank indicates user has no access).

CARS and CARS FINDS Security Listings and Certifications

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Each report's last page is a formal certification that CSOs will complete and return to DOA. The **CARS Security Listing and Certification Report** and the **CARS FINDS Security Listing and Certification Report** are similar, but please ensure both Certification Reports are returned as required. For your convenience, the new automated **CARS Security Table Maintenance Form**, **CARS FINDS Security Authorization Request Form**, as well as the **Authorized Signatories Form**, can be found on DOA's website. The instructions for utilizing the new forms are attached.

If there are any questions, please contact Norma Roberts at norma.roberts@doa.virginia.gov or (804) 225-2713.

Attachments: **CARS Security Listing and Certification**
CARS FINDS Security Listing and Certification
CARS Security Table Maintenance Form Instructions
CARS FINDS Security Authorization Request Form Instructions