Agency Executive Director Update Request for MAGIC

MAGIC requires each agency to have its Executive Director correctly listed within the MAGIC system. This form is provided for the purpose of setting up or changing the Executive Director information in MAGIC. It is the responsibility of the authorized MAGIC Security Contact to complete all fields on this form and send the completed, signed form to MASH@dfa.ms.gov.

Agency Name:

MAGIC Business Area:

Name of Former Executive Director:

Name of New Executive Director:

Phone Number of New Executive Director:

Email Address of New Executive Director:

MAGIC User ID of New Executive Director:

MAGIC Agency Security Contact Name:

MAGIC Agency Security Contact Email Address:

Date:

MAGIC Agency Security Contact Signature: