



PERSONNEL AND
READINESS

THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

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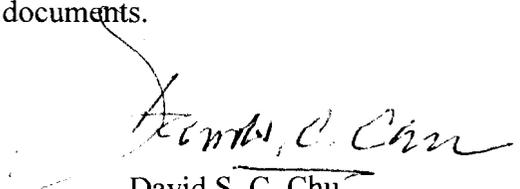
MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Policy for Digital Signature Functionality and Acceptance

This memorandum establishes Department of Defense policy for the adoption and use of digital signature as a standard business practice for all Human Resource Management (HRM) and Compensation business processes that require a signature. This policy is not a mandate to replace “wet signatures” but rather a policy to adopt digital signature as the preferred means of conducting business transactions within the HRM mission area. This policy is applicable to all forms, agreements, and transactions conducted within the HRM mission area.

The Department’s policy for capturing signatures supporting the HRM Accession process is to utilize biometric signatures. Biometric images and templates used to electronically sign contracts will be stored and released to authorized users in support of the HRM mission and the issuance of the Common Access Card (CAC). Establishing and ensuring the identity of individuals serve to prevent and eliminate identity fraud prior to enlistment or commissioning into the Uniformed Services.

Digital signatures shall be applied by using the signing function of the CAC. The CAC uses Public Key Infrastructure (PKI) technology to ensure authentication of both document content and signature. In accordance with this policy, digital signatures will be recognized and accepted as valid for all HRM documents.


David S. C. Chu

