



CIRCULAR LETTER NO. 962

DATE: February 2, 2016

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Updated signature authorization policy to include electronic signatures for Departments and Agencies submitting printing and binding requisitions to GPO's Central Office, Washington, D.C., and GPO Regional Offices

The Government Publishing Office (GPO) announces an enhancement to the Signature Authorization Policy. Beginning immediately GPO will accept electronic signatures (see below for acceptable types) in addition to the traditional ink on paper wet signatures.

GPO requires signature authorization for all persons who are authorized to sign and submit printing and binding requisitions to GPO's Central Office in Washington, D.C. and GPO Regional Offices. This is critical to ensure statutory requirements are met and to prevent fraud.

No action is required for persons who currently have signature authorization, but do not intend to use electronic signatures at this time.

Definitions

Electronic signature is the term used for the electronic equivalent of a handwritten signature. It is a generic, technology neutral term that refers to the universe of all of the various methods by which one can “sign” an electronic record.

A wet signature is created when a person physically marks a document; traditionally paper based.

Acceptable Signature Types

- A graphical representation of a handwritten “wet” signature (this includes the form with the original signature or a photocopy, facsimile or scan of it)
- Electronic signature on an electronic file* (e.g., PDF, Microsoft Word)

*Note:

- Electronic signatures may or may not include a graphical representation of the user’s wet signature. Either format is acceptable, however, the format used on documents is subject to GPO review thus ensuring the identity and authentication of the signer and should match the Letter of Signature Authority submitted.
- Electronic signature certificates issued by certification authorities that are part of the Federal Bridge are recommended, but not required. Therefore, self-issued certificates are acceptable.



If you choose to add electronic signature capabilities GPO asks that you provide the printed names, the corresponding wet signature, intended technology and a representation of the electronic signatures of all who are authorized to sign ordering documents (e.g. SF1, Print Orders, Work Orders) and to act as liaisons between your agency and the GPO. Include the agency, bureau, department, office, billing address code(s) (BAC), point of contact, telephone number and e-mail address for each person and indicate if the person is a new addition. Although GPO will be requesting updated signature authorizations annually, you are asked to notify GPO if there are any personnel changes that affect this list as changes occur.

Please send the updated Letter of Signature Authorization memo on your Agency letterhead to:

U.S. Government Publishing Office
STOP: CSA, Room C-848
732 North Capitol Street, NW
Washington, DC 20401

or

requisitions@gpo.gov

If you have any questions concerning this request, please contact Dwayne Ikaika, Assistant Manager, Publishing Support Operations, and Communications & Status Center (COMSTAT) on 202-512-1382 or email dikaika@gpo.gov.

Sincerely,

BRUCE A. SEGER
Managing Director, Customer Services