

February 9, 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Signature Process and Deletion of the DA Form
374

The Office of Personnel Management and the Department of Defense Civilian Personnel Management Service have approved the use of an electronic signature process. Signatures, previously placed on hard copy position descriptions, are now accounted for in electronic form.

When the Fully Automated System-Classification (FASCLASS) is installed and implemented, the requirement for the DA Form 374 is rescinded and the electronic signature process is approved for use. The request for personnel action (PERSACTION), or other future personnel action request in electronic form, serves to identify the supervisor who authorizes and certifies the accuracy of the position description and the manager with Delegated Classification Authority (DCA) who classifies the position description. A manager who has a unique identifier (USERID), personal identification number (PIN), and/or password can submit PERSACTIONS. These USERIDs, PINs, and/or passwords identify the responsible person as certifying the accuracy of the position description and that the proposed action is in compliance with statutory and regulatory requirements.

The PERSACTION and PIN or password identifies the manager and clearly depicts who authorizes the action. This record allows the PERSACTION to be traced and the authorizing official to be held accountable. The date and the name of the manager with DCA or the Civilian Personnel Operations Center classification specialist who classifies the position description is captured in the FASCLASS.

In support of automation and the move towards a "paperless environment", position descriptions will not be submitted in hard copy. All position descriptions must be electronically forwarded as a Word (or in the current DA-standard word processing format) or Text file via electronic SF-52, email, or on a disk with the position description saved as a Word document for loading into FASCLASS/PDLibrary.

This guidance is addressed in the AR 690-500, Chapter 511 which is currently staffed to the field for review and comment.

Points of contact for questions are Susan Dorsey (Primary), DSN 221-1333 or commercial (703) 325-1333 and Kathleen M. Hendricks (Alternate), DSN 221-7275 or commercial (703) 325-7275.

/Signed/
Joanna M. Bryan
Acting Chief, Policy and Program
Development Division

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