

# Digital OER Information

We have had a great response on digitally signed OERs and have saved countless hours of shipping/logistics labor as well as significant cost savings in shipping. However, there have been several OERs that do not meet the legal requirements for a digitally signed document. I will attempt to completely and concisely explain what CPC needs on these OERs. I imagine there will still be questions so plan on holding a webinar soon for those that want to discuss. You can also call me if there is an urgent need for you to have clarification on part of the process.

**Be aware that although the 10 digit DOD ID Number is not by itself sensitive PII, it is when on a performance plan document. That means from this point forward transmission of OERs need to be via Accellion.**

Between the requirements of the OER Directives and the legal requirements for digitally signed documents I need for everyone's digital signature in OER section 6.a., 11.a., 12.a. and 13.a. to include the following:

1. Printed name
2. 10 digit DOD ID Number
3. Date time stamp

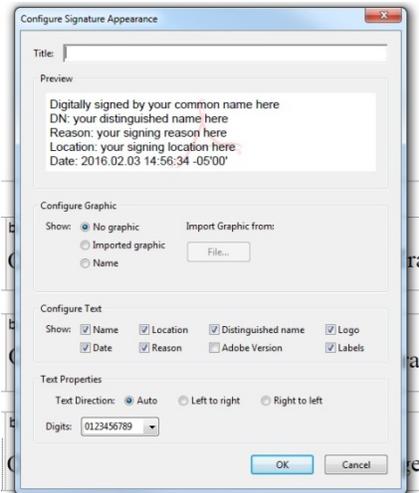
Other information like an inserted "signature" image (it will show up to the left) is fine but those three elements must be visible. An example of a proper digital signature "image" is below.



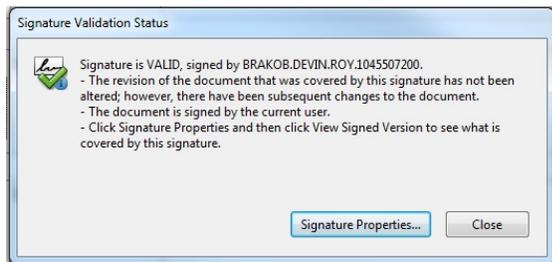
If you are missing the name, DOD ID Number or date time stamp in your digital signature it is easy to fix.

1. Bring up the digital signature OER form on the CPC website and click on the signature block of section 6, 11, 12 or 13.
2. Select Create New Appearance in the Appearance dropdown list.
3. Make sure the Name or Distinguished Name box is checked as well as the Date box.
4. If you select name in the Configure Graphic selection your signature will look like mine. If you want the left hand section to be an actual "signature" you can import a picture of your signature.

Reference area below.



The second piece of this is the actual digital part of the signature. When you click on a legal digital signature (tied to your CAC card) the subsequent pop-up should state that it is a Valid signature (see example) below. I have received several OERs what when you click on the digital signature the pop-up states other statuses (Unverified, Not Valid, Unknown, etc). Anything other than the Valid status makes the OER not a legal document. If you are having problems getting your digital signature to show as the Valid status work with IT to correct.



Other points of clarification.

1. Only use the OER currently on the CPC website under forms. That is the only approved version of the OER approved for digital signatures. There are several parts of this version necessary to the legality of a digitally signed OER but the most critical is the feature that locks the scores and text "above" the digital signature.
2. Clicking on sections 6.a., 11.a., 12.a. and 13.a. to digitally sign is the only approved method. Do not attempt to use the Fill & Sign tab on the toolbar.
3. It requires your CAC card to be inserted into the computer you are using to create a proper digital signature.
4. Please Accellion OERs to oer.cpc@noaa.gov and chief.careermgmt.cpc@noaa.gov

I will be reaching out to the rating chain of several OERs that do not meet the above criteria.