



Approved for Release  
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11/15/17  
Date

DEPARTMENT OF COMMERCE  
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION  
OFFICE OF FINANCIAL MANAGEMENT

PROPERTY BULLETIN #002, FY18

**SUBJECT:** Department of Commerce (DOC) Digital Signature on the Optional Form (OF)7-17, Property Pass, Policy

**EFFECTIVE DATE:** November 15, 2017

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not Applicable

**BACKGROUND:** The Department of Commerce's (DOC) Personal Property and Transportation Division (PPTD) is implementing a requirement to use digital signatures as a standard business practice for signing the OF7-17, "Property Pass." A digital signature is a mathematical scheme used to authenticate the signatory of a document. A digital signature is only valid when it includes the common name (CN), which is the name of the signer and their federal identification number that is embedded in their Personal Identity Verification (PIV) or other approved smart identity card. This gives the recipient greater assurance the document was created by the authenticated sender/signatory. It also confirms the document was not altered in transit.

**PURPOSE:** The purpose of this property bulletin is to establish the application and use of digital signatures as the standard business practice for the OF7-17, "Property Pass."

**PROCEDURES/APPLICABILITY:** This policy establishes the requirements for the adoption and use of digital signatures as a standard business practice for property passes issued by a Property Official after November 15, 2017. Property passes with an issue date prior to November 15, 2017, with a physical signature or digital signature will be acceptable. Digital signatures must be accomplished using the credentials of the PIV card or other approved smart identity card issued by the Department. DOC PIV cards or other approved smart identity cards have the necessary certificates to execute a digital signature, which are used in the authentication process performed by the certificate authority to validate the signature. With the issuance of this policy, the PIV card or other approved smart identity card will constitute the only approved source of certificates to create a digital signature. The sample property pass included in this bulletin provides an example of a valid digital signature with the required CN highlighted for reference.

<b>PROPERTY PASS</b>		1. DATE ISSUED
This pass is to be used whenever property is removed from the building. It is to be properly filled in, signed, and handed to the guard when leaving the building.		
2. NAME	3. BUILDING	
4. DESCRIPTION OF PROPERTY BEING REMOVED		
5. PROPERTY BELONGS TO	6. DEPARTMENT OR AGENCY	
7. NAME AND SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY		
<b>ANNA HOUSTON</b> <small>Digitally signed by ANNA HOUSTON  DN: c=US, o=U.S. Government, ou=Department of Commerce,  ou=Office of the Secretary, cn=ANNA HOUSTON,  0.9.2342.19200300.100.1.1=13001000915162  Date: 2017.11.01 08:45:27 -04'00'</small>		
8. TITLE	9. PASS GOOD UNTIL	

**OPTIONAL FORM 7 (REV. 10/2017)**

**REFERENCES:** [44 U.S. Code Chapter 35, Subchapter III - Information Security](#), [the Electronic Signatures in Global and National Commerce Act \(2000\)](#), [the Uniform Electronic Transactions Act \(1999\)](#), [the OMB Memorandum M-0524, "Implementation of Homeland Security Presidential Directive \(HSPD\) 12 – Policy for a Common Identification Standard for Federal Employees and Contractors,"](#) and [the U.S. Department of Commerce Digital Signature Policy \(Version 1.0\)](#)

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