



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



MAR 26 2015

In Reply Refer To:
FWS/DFM/059794

To: Service Directorate 

From: Assistant Director – and Chief Financial Officer - Business Management and Operations

Subject: Use of Digital Signatures via Personal Identity Verification (PIV)-Cards for Payment Packages (Effective April 1, 2015)

The purpose of this memorandum is to provide the U.S. Fish and Wildlife Service (Service) employees with authorization to use digital signatures on payment documents submitted to the Interior Business Center (IBC) for processing (including SF-1164 claims for reimbursement of expenditures on official business). The Service currently requires manual payment packages submitted to IBC to be signed with a handwritten signature. In order to increase the speed and efficiency of the payment process, Service offices may use digital signatures via PIV cards as an acceptable alternative to a handwritten signature.

Digital signatures via PIV cards provide a secure method of signing and transferring documents electronically. Additionally, a history of changes made to the document prior to the final signature is kept with the document and cannot be changed or deleted without rendering the document invalid. The new approach will eliminate resource-intensive processes that require staff members to print and manually sign financial documents submitted to IBC.

Please refer to the Division of Financial Management (DFM) InsideFWS page (<https://inside.fws.gov/go/post/dfmDigitalSignature>) for guidance and reference material on setting up signatures, validating signatures, and frequently asked questions on digital signatures. Also, please refer to the September 29, 2014, DOI memorandum that provides overall guidance on the use of electronic and digital signatures (also posted to the DFM page).

If you have any questions, please contact Mr. Michael Sciortino, Chief, DFM, at (703) 358-2054 or email at michael_sciortino@fws.gov.